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OF THE AIR FORCE**

**AIR FORCE MANUAL 13-204  
VOLUME 2**



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***Nuclear, Space, Missile, Command and  
Control Operations***

**AIRFIELD MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air Force Manual (AFMAN) implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic Control, Airfield, Airspace and Range Management*. It applies to all Regular Air Force (RegAF) and including US Space Force until further notice, Air National Guard (ANG), and Air Force Reserve (AFR) organizations (to include contracted locations) who operate or administer functions and facilities for Airfield Management (AM). At joint, shared-use, and overseas airfields, this manual applies to the facilities controlled and used exclusively by the Department of the Air Force, as outlined in international agreements, real estate documents or other written agreements. This manual outlines key duties and responsibilities of AM personnel. This manual also provides detailed guidance, procedures and programs for managing AM where the Air Force has functional oversight responsibility. This manual may be supplemented at any level; however, all Major Command (MAJCOM) supplements to include interim changes to previously approved supplements must be routed to Air Force Flight Standards Agency, Director of Airfield Operations (AFFSA/XA) for coordination prior to certification and approval. References to MAJCOM within this publication refer to the MAJCOM Office of Primary Responsibility (OPR) for Airfield Operations. Unit (wing or base) level supplements to this publication must be routed to the responsible MAJCOM OPR for Airfield Operations for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items or requirements. Refer to **Chapter 1** for additional waiver

requirements to this manual. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

## ***SUMMARY OF CHANGES***

This publication has been substantially revised and must be completely reviewed. Major changes include the changing publication from an AFI to AFMAN; functionally realigned AM guidance, procedures and programs into a single publication; complied with Secretary of the Air Force policy memorandums to improve clarity, reduce compliance statements, and ensure waiver approvals and authorities reside at the lowest acceptable level.

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## Chapter 1

### GENERAL

**1.1. Overview.** This manual provides guidance for managing AM personnel, programs, facilities and airfields Air Force-wide. This manual is complemented by AFMAN 13-204, Volume 1, *Management of Airfield Operations*.

**1.2. The Military and Civilian Aviation Integration Division.** The Military and Civilian Aviation Integration Division, Career Field Management is responsible for Air Force Specialty Codes (AFSCs) 13MX, Airfield Operations officer; 1C1X1, Air Traffic Control (ATC); and 1C7X1, Airfield Management (AM), 1C8X3, Radar, Airfield and Weather Systems (RAWS). Career Field Manager (CFM) duties will be executed in accordance with AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, AFI 36-2670, *Total Force Development*, and AFI 38-201, *Management of Manpower Requirements and Authorizations*. This list is not exclusive.

**1.3. Air Force Flight Standards Agency (AFFSA).** Air Force Flight Standards Agency is responsible for terminal area airfield operations (i.e., ATC, AM and RAWS) matters. In this capacity, AFFSA executes responsibilities as outlined in AFMD 27, *Air Force Flight Standards Agency (AFFSA)*, in keeping with policy guidance provided by the Air Staff. For the purpose of addressing specific procedural, training, standardization, architecture and integration issues directly related to airfield operations, AFFSA may have cause to interact with the MAJCOMs, Federal Aviation Administration (FAA), and other military services.

**1.4. Operations at Contingency Locations.** Contingency is defined as a situation requiring military operations in response to natural disasters, terrorists, subversives, or as otherwise directed by appropriate authority to protect United States interests. At contingency locations, outside the United States, the senior airfield authority (SAA) may waive airfield operations procedures outlined in this manual to support tactical or combat operations. This authority must not be exercised below the SAA level. **(T-1).** Prior to issuance of such a waiver, the following actions must be accomplished:

1.4.1. Conduct a risk management assessment with the rationale for the waiver and explain (1) how complying with the requirement/compliance item impacts mission accomplishment, OR (2) cost of compliance (training, funds, equipment, facilities, guidance or manpower) creates unacceptable risk to a higher priority task; OR (3) expected cost of compliance outweighs the benefit; OR (4) personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities, guidance or manpower). **NOTE:** SAA waiver period must not exceed requested waiver period or 30 calendar days after the approving commander's deployment length, whichever is shorter. **(T-1).** Because waivers are the expression of a specific commander's risk acceptance, approved waivers automatically expire 30 calendar days after a change in commander, unless the new commander renews the waiver.

1.4.2. Forward proposed waivers to the Air Force Forces staff or equivalent for an operational review if time permits, or at the discretion of the SAA.

1.4.3. Refer to Air Force Tactics, Techniques, and Procedures (AFTTP) 3-4.4, *Contingency Airfield Operations* for additional information. This AFTTP outlines how Air Force Forces open and operate a deployed or contingency airfield. This AFTTP volume also contains planning considerations for airfield management, ATC, and deployable air traffic control and landing systems capabilities, procedures, forces, and equipment.

**1.5. Airfields Operated Pursuant to Contract.** This manual applies to locations where DoD or Air Force access is pursuant to contract, to the extent specifically outlined in the contract statement of work (SOW) and/or performance work statement (PWS). Locations unable to comply with this criteria due to pre-existing SOWs are exempt until such time that the current contract expires. Locations that exclude this manual, shall specifically state rationale for the exclusion in the SOW. **(T-2).**

**1.6. Overseas Locations.** Any host nation procedures, or procedures based on otherwise inapplicable international regulations that are being implemented to fulfill basing or similar agreements should be implemented consistent with this manual to the extent possible. While agreed practices adopted for Air Force use in overseas areas take precedence, every effort should be made to conform to this manual.

1.6.1. MAJCOMs must identify any special procedures agreed with host nations in their supplement to this manual. Refer conflicting procedures to HQ AFFSA prior to implementation.

1.6.2. Airfield operations personnel augmenting a facility operated by another branch of the U.S. military will comply with their regulations and procedures as applicable. **(T-0).**

## **1.7. Waivers.**

1.7.1. Units shall use the AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval* to process waivers to this manual. **(T-1).**

1.7.2. Unit waiver request must include the following:

1.7.2.1. A paragraph reference or text of the specific requirement for which the commander/director is requesting a waiver. **(T-1).**

1.7.2.2. Rationale for the waiver. **(T-1).** Explain which one of the following reasons apply and why: (1) How complying with the requirement/compliance item impacts mission accomplishment, (2) Cost of compliance (training, funds, equipment, facilities, guidance or manpower) creates unacceptable risk to a higher priority task; or (3) Expected cost of compliance outweighs the benefit; OR (4) personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities, guidance or manpower).

1.7.2.3. Time period or circumstance the waiver is needed. **(T-1).** **NOTE:** Tier 1, 2, and 3 waivers may be approved for a period not to exceed the requested waiver period or 90 calendar after the approving commander's tour length, whichever is shorter. Because waiver are the expression of a specific commander's risk acceptance, approved waivers automatically expire 90 calendar days after a change in commander unless the new commander renews the waiver.

1.7.2.4. Risk mitigation measures to be implemented, if necessary, by the requesting commander during the waiver period. **(T-1).**

1.7.2.5. Impact if waiver is disapproved. (T-1).

1.7.3. If deemed necessary, submit additional data (e.g., local operating procedure, airspace maps, traffic patterns, airfield diagrams) to substantiate the waiver request.

1.7.4. Units must provide an informational copy of all Tier 3 approved waivers to MAJCOM OPR for airfield operations. (T-2).

1.7.5. Units will submit waivers to applicable FAA publications through their respective commander for coordination from the MAJCOM OPR for airfield operations, AFFSA/XA and the appropriate Air Force representative (AFREP). (T-0). The AFREP submits the request to FAA and notifies the requesting unit, MAJCOM OPR for airfield operations, and AFFSA/XA of the results.

1.7.6. The requestor's unit commander must forward a copy of the approved waiver to the AFFSA/XA workflow at [hqaffsa.xa@us.af.mil](mailto:hqaffsa.xa@us.af.mil) within 30 calendar days of approval for situational awareness and process improvement considerations. (T-1).

1.7.7. Approved waivers become part of the approver's and requestor's official records and are appropriately filed in accordance with AFI 33-322. (T-1).

**1.8. Governing Directives.** Airfield operations services are governed by AFIs, AFMANs, and, to the extent applicable, FAA orders, parts of the Code of Federal Regulations, and any host nation procedures which have been adopted for Air Force use, unless specifically exempted or waived. Unit commanders may contact AFFSA through their respective MAJCOM OPR for assistance determining the applicability of directives.

**1.9. Issuing New Air Force Airfield Operations Policy or Procedures.** New policies or procedures are sent out via message and posted on the AFFSA Airfield Operations SharePoint® website. Airfield operations staff personnel are required to utilize the AFFSA Airfield Operations SharePoint® website to download and/or view messages.

**1.10. Duty Titles.** Duty Titles are determined by the unit manpower document (UMD) authorizations earned through the 13E1 Capabilities-Based Manpower Determinant. Failure to use authorizations as described and earned on the UMD could result in the reduction of authorizations or removal of personnel (not applicable to ANG and AFR). DoD civilians and contractors duty titles will be in accordance with AFMAN 13-204 Volume 1.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. AFFSA and MAJCOM Airfield Operations.

##### 2.1.1. AFFSA.

2.1.1.1. Establishes Air Force policies and procedures for providing airfield operations services through publication of this manual and corresponding volumes.

2.1.1.2. Serves as the OPR for Air Force airfield operations policy, procedures and programs.

2.1.1.3. In coordination with airfield operations CFMs, develops and publishes standardized position certification guides and qualification guides; education and training plans for both officer and enlisted Air Force Specialty Codes.

2.1.1.4. Conducts the Air Force Terminal Instrument Procedures (TERPS) Fundamentals Course in order to train and certify qualified individuals as TERPS specialists in accordance with AFMAN 13-204, Volume 3 as well as applicable FAA, International Civil Aviation Organization (ICAO) and North Atlantic Treaty Organization (NATO) standards.

2.1.1.5. Evaluates Regular Air Force, Air National Guard, and Air Force Reserve unit requests for waivers and deviations to FAA Joint Orders (JOs), cross-functional, airfield operations and instrument procedure policies and guidance.

2.1.1.6. Administers the Air Force Airfield Operations Annual Awards and Lt General Gordon A. Blake Aircraft Save/Assist Award Programs in accordance with AFMAN 36-2806, *Awards and Memorialization Program*.

2.1.1.7. Conducts regular, periodic system and Air Force airfield operations data/trend analysis to monitor unit effectiveness, safety and compliance with established criteria or guidance.

2.1.1.8. Develops educational programs, publications, and bulletins to manage and actively promote airfield safety.

2.1.1.9. In coordination with Secretary of the Air Force, Inspections Directorate (SAF/IGI) and MAJCOM OPR for airfield operations, develops inspection guidance and criteria of airfield operations functional areas: AM, ATC, RAWS, and Airfield Operations Management (AOM).

2.1.1.10. Develops Headquarters Air Force-level Self-Assessment Communicators in accordance with AFI 90-201, *The Air Force Inspection System* for units to assess effectiveness, safety and compliance with applicable criteria.

2.1.1.11. Validates Headquarters Air Force-level deficiencies with MAJCOM inspectors general and Functional Area Managers and provides corrective action replies for valid actionable deficiencies to the Air Force Inspection Agency. Augments MAJCOM Inspector General inspection teams as required.



2.1.1.12. Coordinates on Document Change Proposals, and requests interpretation of FAA directives.

2.1.1.13. Manages policy, procedures and execution of the Air Force Obstruction Evaluation/Airport Airspace Analysis Program.

2.1.1.14. Utilizes Air Force Safety Automated System to review airfield operations related Hazardous Air Traffic Reports (HATRs), Controlled Movement Area Violations (CMAVs), mishaps and Bird/Wildlife Aircraft Strike Hazard (BASH) incidents for negative trends, root causes, observations and recommendations.

2.1.1.15. Reviews Class A and B mishap final messages/formal reports involving airfield operations and provide comments, if applicable, into the Air Force Safety Automated System reports. Refer to AFI 91-204, *Safety Investigation and Hazard Reporting*, and AFMAN 91-223, *Aviation Safety Investigations and Reports* for additional information.

2.1.1.16. Serves as GS-2150/2152/2154/0856 Career Field Advisors to address civilian AM, ATC and RAWS personnel issues. These positions will normally be a senior civilian in GS-2150/2152/2154 job series, reside at AFFSA and be appointed in writing by the Operations Civilian Career Field Manager.

2.1.1.17. Develops standard core personnel documents (SCPD) and standard position descriptions (SPD) for civilian air traffic control and AM positions. **NOTE:** GS-2154 series are not applicable to Air Force Reserve Command AM personnel.

2.1.1.18. Ensures civilian hiring authorities use correct job series and SCPDs/SPDs to hire civilian airfield operations personnel. The GS-2152 job series will not be used for AM positions.

## **2.1.2. MAJCOM Airfield Operations.**

2.1.2.1. Provides direct airfield operations functional oversight and assistance to facilitate activities/operations of subordinate unit Airfield Operations Flights (AOFs).

2.1.2.2. Works with the appropriate CFM, MAJCOM A1, and Air Force Personnel Center to ensure AOFs are staffed in accordance with the 13E1 Capability Manpower Determinant to the maximum extent possible, while assigning units their equitable allocation of manpower resources as available. (Not applicable to ANG and AFR units).

2.1.2.3. Publishes MAJCOM-unique guidance and airfield operating hours in a supplement.

2.1.2.4. Reviews and provides endorsing comments on AF Form 679 and on waiver requests to airfield design criteria, markings, signs, and lighting forwarded for coordination by MAJCOM/A7 and/or Air Force Installation and Mission Support Center.

2.1.2.5. Establishes and conducts MAJCOM airfield operations annual awards selection process to compete at the Air Force level in accordance with AFMAN 36-2806.

2.1.2.6. Ensures appropriate airfield operations representation on aircraft mishap Safety Investigation Boards (SIBs), as prescribed in AFMAN 91-223. If the MAJCOM is unable to provide appropriate representation to the SIB, contact AFFSA/XA to locate a qualified SIB representative.

2.1.2.7. Implements the Air Force Runway Safety Action Team (AFRSAT) Program, in accordance with this publication.

2.1.2.8. Supplements requirements for Host Nation/Local National personnel filling airfield operations duty positions as required.

2.1.2.9. Notifies AFFSA of airfield operations related capability gaps.

2.1.2.10. Establishes a process for prioritizing and scheduling personnel identified by the units for career field supplemental courses, e.g., Advanced Airfield Managers Course, Military Airspace Management Course, Chief Controller Course and Air Traffic Control Systems Specialist Course.

**2.2. Airfield Manager (AFM) Role.** The AFM is responsible for the overall management of AM facilities and services to provide a safe, efficient, and effective airfield environment for aircraft operations. The AFM also provides direct supervision and management of all personnel working in AM. Certain situations (e.g., exercises, nuclear weapons or aircraft movements.) require the AFM to be designated as a trusted agent. **NOTE:** The AFM must not be assigned duties that could interfere with accomplishing the AFM responsibilities outlined in this manual. **(T-2).**

**2.2.1. Minimum Qualification and Training Requirements.**

2.2.1.1. Military personnel selected to fill the AFM position must:

2.2.1.1.1. Hold the rank of Master Sergeant - Chief Master Sergeant. **(T-2).**

2.2.1.1.2. Hold Air Force Specialty Code 1C771 (Airfield Management Craftsman), 1C791(Airfield Management Superintendent), or 1C700 (Airfield Management Manager). **(T-2).**

2.2.1.1.3. Possess Special Experience Identifier 368. **(T-2).**

2.2.1.1.4. Have at least 3 years' experience in AM (1 of the 3 years must be working in an AM facility at the 1C771 level). **(T-2).**

2.2.1.2. Airfield Operations Flight Commander (AOF/CC) and/or local hiring authorities must ensure DoD civilian and contract candidates selected to fill this position possess an Air Force Airfield Manager Position certification (i.e. SEI 368) and have at least 3 years of experience executing AFM duties and responsibilities outlined in 1C7 Career Field Education and Training Plan (CFETP) and this manual. **(T-1).** **NOTE:** An approved waiver request to this requirement must stipulate mandatory completion of all AFM qualification training requirements (i.e. AFM and Local Position Certification Guide (PCG), Advanced Airfield Managers Course, AM computer-based training products and Risk Management Course) within 12 months of employee start date. **(T-1).**

2.2.1.3. The following training requirements must be completed for position qualification:

2.2.1.3.1. Airfield Manager PCG. **(T-2).**

- 2.2.1.3.2. Airfield Criteria, Airfield Inspection and Maintenance, Wildlife Hazard Management, Airfield Driving and Airfield Management Contingency Operations computer-based training products. **(T-2)**. NOTE: Completion of Airfield Management Contingency computer-based training is required for DoD civilians who elect to deploy.
- 2.2.1.3.3. Advanced Airfield Manager Course. **(T-1)**.
- 2.2.1.3.4. Air Force Risk Management Fundamentals Course through Advanced Distributed Learning Service. **(T-3)**.
- 2.2.1.3.5. Air Force Encroachment Management Introduction through Advanced Distributed Learning Service. **(T-3)**.
- 2.2.1.3.6. Local Qualification Training (AF Form 797, *Job Qualification Standard Continuation/Command JQS* or electronic training record format equivalent), if applicable. **(T-3)**. NOTE: DoD civilians and contractors must complete within 6 months of employee start date. **(T-3)**.
- 2.2.1.4. Completion of the following courses are highly recommended for an AFM. See [Attachment 1](#) for a description of each course.
- 2.2.1.4.1. Airport Certification Procedures Course.
- 2.2.1.4.2. Aircraft Mishap Investigation Course.
- 2.2.1.4.3. Military Airspace Management Course.
- 2.2.2. AFM Key Responsibilities.** The AFM will:
- 2.2.2.1. Plan, organize and direct AM activities. **(T-1)**.
- 2.2.2.2. Manage the airfield environment to support base, tenant and transient flying operations. **(T-1)**.
- 2.2.2.3. Recommend qualified personnel to perform as the Deputy AFM (DAFM), Wing Airfield Driving Program Manager (WADPM), NCOIC, Airfield Management Operations (NAMO), NCOIC, Airfield Management Training (NAMT), Task Certifiers and Trainers or civilian equivalents for the AOF/CC to appoint in writing. **(T-3)**. The AFM may combine DAFM, NAMO, NAMT and WADPM duty positions during personnel shortages.
- 2.2.2.4. Conduct airfield inspections and checks as outlined in [Chapter 5](#). **(T-2)**.
- 2.2.2.4.1. Ensure all required airfield signs, markings, lighting and aircraft arresting systems are available and properly installed according to the appropriate airfield planning and design criteria. **(T-2)**.
- 2.2.2.4.2. Identify, document and report improperly installed airfield signs, markings, lighting and aircraft arresting systems to Civil Engineering (CE) for correction on AF Form 332, *Base Civil Engineer Work Request* or electronic equivalent. **(T-2)**.

- 2.2.2.4.3. Coordinate with Standardization and Evaluation, Safety, AOF/CC, and Operations Group Commander (OG/CC) to determine if markings are no longer adequate to support instrument procedures when markings are obscured/covered with rubber deposits or snow. **(T-2)**. The AFM must provide results to the Terminal Instrument Procedures Specialist and send a Notice to Airmen (NOTAM). **(T-2)**.
- 2.2.2.4.4. Ensure a NOTAM is sent when a mandatory sign (e.g., Runway Hold Sign and Instrument Hold Sign) has a discrepancy such as missing, incorrect legend, improperly sited or not illuminated when required for night or Instrument Meteorological Conditions operations. **(T-2)**.
- 2.2.2.5. Develop an airfield inspection and checks operating instruction (OI), airfield inspection checklist, airfield diagram and airfield discrepancy log to establish procedures for inspecting the airfield for safety and compliance. **(T-3)**. **NOTE:** The OI may be incorporated into a consolidated AM OI. The OI must include the following procedures:
- 2.2.2.5.1. Who, when, where and how to conduct airfield inspections and checks. **(T-2)**.
  - 2.2.2.5.2. Documentation and tracking of airfield discrepancies utilizing the Airfield Inspection Checklist/Diagram and Airfield Discrepancy Log or electronic equivalents. **(T-3)**.
  - 2.2.2.5.3. Actions required to close or restrict a portion of the airfield from aircraft movement in the event an unsafe condition is detected. **(T-3)**.
  - 2.2.2.5.4. Actions required to ensure closed, unsuitable or non-operational areas (e.g., runways, taxiways and aprons) are properly marked and published in the Airfield Operations Instruction and the Flight Information Publication. **(T-3)**. AM personnel shall publish a NOTAM to report conditions remaining in effect for 90 calendar days or less. **(T-3)**.
  - 2.2.2.5.5. Identify when additional airfield checks are required. **(T-3)**.
  - 2.2.2.5.6. How to report discrepancies and/or hazards for corrective action. **(T-3)**.
  - 2.2.2.5.7. Procedures and schedule to inspect each active Air Force-owned/operated landing auxiliary airfield as applicable. **(T-3)**. See AFMAN 13-204 Volume 1, *Airfield Operations* for additional information.
- 2.2.2.6. Review airfield construction and repair project priorities for impact to airfield operations. **(T-3)**. Use trend data collected from daily airfield inspections/checks, pavement evaluations, Unit Effectiveness Inspection and the Airfield Certification/Safety Inspection Report to support project funding at the Facility Board or Facility Working Group. **(T-3)**.
- 2.2.2.7. Provide airfield tours and familiarization training to wing and group commanders. **(T-3)**. Training is essential to wing senior leadership's understanding of airfield issues and responsibilities pertaining to Emergency Operations Center Director, contingencies and deployments.

2.2.2.8. Use a checklist, local form, NOTAM or electronic equivalent to notify as applicable, base/tenant/transient flying units, CE, Safety, Control Tower, Radar Approach or Ground Control Agency facility, Command Post, Fire Department, Security Forces, and Unit Airfield Driving Program Managers of conditions potentially impacting airfield and/or flying operations. **(T-3)**. AM personnel shall disseminate the following:

2.2.2.8.1. Runway, apron or taxiway closures. **(T-3)**.

2.2.2.8.2. Parking spot closures. **(T-3)**.

2.2.2.8.3. Construction projects and/or repair activities. **(T-3)**.

2.2.2.8.4. Temporary obstructions. **(T-3)**.

2.2.2.8.5. Wing/Base or Unit level exercises. **(T-3)**.

2.2.2.8.6. After duty hour opening of the airfield. **(T-3)**.

2.2.2.8.7. Availability of airfield lighting or navigational aid systems. **(T-3)**.

2.2.2.9. Develop a budget to support AM facilities and services. **(T-3)**. Submit a copy of the budget to the AOF/CC for inclusion into the flight annual budget. **(T-3)**.

2.2.2.10. Develop an airfield operations instruction and conduct a quarterly Airfield Operations Board when no Air Force Airfield Operations officer is assigned to the unit. **(T-3)**.

2.2.2.11. Serve as a member of the Airfield Operations Board. **(T-3)**. Brief AM-related agenda items outlined in AFMAN 13-204 Volume 1, Attachment 2, as required. **(T-3)**.

2.2.2.12. Serve as a member of the wing airshow, open house, civil fly-in, or special event executive committees. **(T-3)**. Evaluate each activity plan to minimize and deconflict any impact to airfield operations before, during and after the event. **(T-3)**.

2.2.2.13. Ensure AM has adequate staffing, equipment and facilities outlined in **Chapters 3** and **4** to provide safe, efficient and effective AM services to the base and transient flying mission. **(T-2)**. Initiate corrective actions to include notification of the AOF/CC. **(T-2)**.

2.2.2.14. Process airfield restrictions and closures as outlined in **Chapter 6**. **(T-3)**.

2.2.2.15. Ensure NOTAMs are processed in accordance with AFI 11-208, *DoD Notice to Airmen System*. **(T-3)**. Examples for reporting snow, ice, slush and water conditions can be found in FAA Advisory Circular 150/5200-28, *Notices to Airmen for Airport Operators*, and National Order 7930.2, *Notices to Airmen*, International Civil Aviation Organization Document 8126, *Aeronautical Information Services Manual*, and *International Civil Aviation Organization Annex 15, Aeronautical Information Services*.

2.2.2.16. Ensure a CAUTION note is indicated in the Remarks section of the U.S. Instrument Flight Rules (IFR) Enroute Supplement when runway edge lights are located more than 10 feet from the edge of the usable runway surface in accordance with the U.S. IFR Enroute Supplement, Section A. **(T-3)**.

2.2.2.17. Conduct a review with the Unit Deployment Manager and MAJCOM Functional Area Manager at least quarterly to ensure AM personnel eligible to deploy are postured correctly. **(T-3)**. Use a Memorandum For Record (MFR), log or electronic equivalent to document reviews to identify all updates and changes. **(T-3)**.

2.2.2.18. Maintain a current copy of the Airfield Pavement Structural Evaluation, Runway Friction Characteristics Evaluation and Airfield Pavement Condition Survey reports on file in AM. **(T-3)**. NOTE: The Air Force Civil Engineer Center Pavements Division has installation pavement reports for downloading at the following website: <https://cs2.eis.af.mil/sites/10758/pavereports/module/pavement%20reports/prthome.aspx>.

2.2.2.19. Coordinate with wing plans office to ensure exercises or deployments are not planned or executed on the airfield without prior coordination with the AFM. **(T-3)**.

2.2.2.20. Ensure runway weight-bearing restrictions published in Flight Publications are based on current pavement evaluation reports. **(T-3)**.

2.2.2.21. Maintain a current copy of the aircraft arresting system annual certification on file in AM; may be maintained electronically. **(T-3)**. NOTE: AM personnel shall issue a NOTAM to inform pilots of the reduced arresting system reliability when CE reports the effective pendant height has fallen to less than 38 millimeters (1.5 inches). **(T-3)**.

2.2.2.22. Process civil aircraft landing permits as outlined in AFI 10-1001, *Civil Aircraft Landing Permits*. **(T-3)**.

2.2.2.22.1. Maintain a file copy of the civil aircraft landing permit and supportive information in accordance with Air Force RDS, Table 10-9, Rule 1.00. **(T-3)**. NOTE: Information may be cross-referenced on the Civil Aircraft Landing Permit (CALP), Validation SharePoint® at the following website: <https://usaf.dps.mil/sites/10889/airports/SitePages/Home.aspx>

2.2.2.22.2. Coordinate with base agencies for the determination, assessment, collection and disposition of appropriate civil aircraft landing, parking and storage fees. **(T-3)**.

2.2.2.22.3. Ensure appropriate actions are accomplished in the event of an unauthorized civil aircraft landing. **(T-3)**.

2.2.2.23. Annually review wing, base and local policies and procedures potentially impacting airfield operations (e.g. Letter of Agreements, Memorandum of Understanding, Operation Plans, Host Tenant Support and Joint-Use Agreements). **(T-3)**. Submit completion of the review and recommended changes to the AOF/CC and OPR. Maintain a file copy of the recommended changes until source document is corrected. **(T-3)**.

2.2.2.24. Recommend eligible AM personnel for skill-level upgrade and the award of Special Experience Identifiers 154, 155 and 368 in writing (e.g., AF Form 623A, *On The Job Training Record Continuation Sheet* entry or electronic training record format equivalent). **(T-3)**. (See Air Force Enlisted Classification Directory)

2.2.2.25. Coordinate with the Emergency Operations Center on emergency situations or contingency operations affecting airfield operations. **(T-3)**. See AFI 10-2501, *Air Force Emergency Management Program* for additional information. NOTE: During an aircraft mishap or incident involving the airfield/aircraft, the AFM's primary focus is on the airfield overseeing critical response/recovery operations.

**2.2.2.26. Bird/Wildlife Aircraft Strike Hazard Management.**

2.2.2.26.1. Serve as a member of the Bird Hazard Working Group and coordinate on the Bird/Wildlife Aircraft Strike Hazard/Wildlife Hazard Reduction Plan. **(T-3)**.

2.2.2.26.2. Maintain a current copy of the installation Bird/Wildlife Aircraft Strike Hazard/Wildlife Hazard Reduction Plan on file in AM. **(T-3)**.

2.2.2.26.3. Brief the Bird Hazard Working Group on issues and trends relating to AM's role in the Bird/Wildlife Aircraft Strike Hazard/Wildlife Hazard Management Program. **(T-3)**. Major areas of concern include, but are not limited to, problems encountered with base agency support, funding issues, bird/wildlife trends identified during airfield inspections/checks and current Flight Publication entries regarding bird/wildlife cautions.

2.2.2.26.4. Ensure the following Bird/Wildlife Aircraft Strike Hazard information is published in Flight Publications:

2.2.2.26.4.1. Restrictions to flight operations during each Bird Watch Condition. **(T-3)**.

2.2.2.26.4.2. Local or seasonal (Phase I and Phase II) Bird/Wildlife Aircraft Strike Hazard. **(T-3)**.

2.2.2.26.4.3. Bird/Wildlife Aircraft Strike Hazard reporting procedures for auxiliary fields owned and/or operated by host flying wing. **(T-3)**.

2.2.2.26.4.4. Provide the capability to control bird/wildlife hazards (e.g., active/passive techniques) as outlined in the Bird/Wildlife Hazard Reduction Plan. **(T-3)**.

2.2.2.26.5. Ensure procedures are developed to identify and report Bird Watch Condition as outlined in the installation Bird/Wildlife Aircraft Strike Hazard/Wildlife Hazard Reduction Plan. **(T-3)**.

2.2.2.26.6. Ensure procedures are developed to report and disseminate the concentration of bird activities/movements on or near the airfield. **(T-3)**.

2.2.2.26.6.1. Use NOTAM for Bird/Wildlife Aircraft Strike Hazard for temporary conditions (less than 90 calendar days) and DoD Flight Publications for permanent conditions. **(T-3)**. Examples of temporary conditions are birds following grass mowers and birds in ponds after heavy rain.

2.2.2.26.6.2. Information on bird concentrations and movements can be obtained from US Air Force Bird Avoidance Model and Aviation Hazard Avoidance System, local universities, state and federal wildlife agencies, and private organizations such as the National Audubon Society.

2.2.2.26.7. Refer to AFI 91-202, *The US Air Force Mishap Prevention Program* and AFI 91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Management Program* for additional AM responsibilities.

**2.2.2.27. Snow and Ice Control Management.**

2.2.2.27.1. Serve as a member of the Snow and Ice Control Committee and coordinate on the snow and ice control plan. **(T-3).**

2.2.2.27.2. Maintain a current copy of the Snow and Ice Control Plan on file in AM. **(T-3).**

2.2.2.27.3. Determine and report Runway Surface Conditions (RSC) and Runway Condition Readings (RCR) as outlined in **Chapter 7**. **(T-2).**

2.2.2.27.4. Ensure AM personnel monitor and coordinate snow removal operations to facilitate aircraft arrivals/departures as required. **(T-3).**

2.2.2.27.5. Coordinate with Barrier Maintenance and Radar, Airfield and Weather Systems personnel on procedures to remove snow around aircraft arresting systems and navigational aids. **(T-3).** NOTE: AM personnel manage snow removal operations in Instrument Landing System area.

2.2.2.27.6. Coordinate with CE to control ice and remove snow from the airfield. **(T-3).** NOTE: Snow removed from the airfield must be placed at a safe distance to limit violations of airfield/airspace criteria. **(T-3).** Remove snow banks with the potential to interfere or impede aircraft operations on runways, taxiways, or aprons. **(T-3).**

2.2.2.27.7. Refer to AFI 32-1001, *Civil Engineer Operations* for additional AM responsibilities. **(T-3).**

**2.2.2.28. Airfield and Airspace Waivers.**

2.2.2.28.1. Coordinate on waiver requests potentially affecting airfield and airspace criteria. **(T-3).** NOTE: Ensure airfield and airspace waivers are on file for violations to airfield planning and design criteria. **(T-3).**

2.2.2.28.2. Review airfield and airspace criteria waivers (i.e. permanent and temporary) with CE and Safety personnel annually. **(T-2).** Terminal Instrument Procedures, Weather, Security Forces and Radar, Airfield and Weather Systems personnel are highly encouraged to participate in the annual review of waivers and provide technical expertise on airfield support facilities/equipment.

2.2.2.28.3. Maintain a current copy of all MAJCOM-approved airfield waivers and other airfield-related waivers (e.g., temporary construction, signs, markings, lighting, and weight-bearing capacity.) on file in AM. **(T-2).** NOTE: AM personnel who conduct airfield inspection/checks will have access to all airfield waivers. **(T-2).**

2.2.2.28.4. Will work with CE to ensure construction activities in proximity to or on the airfield, affecting aircraft operation areas or navigable airspace, are coordinated with all airfield users before initiating such activities. **(T-2).** Obtain a copy of the construction waiver from CE once it is approved by the Installation Commander. **(T-3).** NOTE: At Joint Base Wings, temporary waivers may be approved by the Mission Commander with Senior Airfield Authority.



2.2.2.28.5. Ensure OG/CC approval for aircraft to exceed weight-bearing capacity. **(T-3)**. Obtain a recommendation from CE prior to requesting approval from the OG/CC. **(T-3)**.

2.2.2.28.6. Ensure non-standard airfield systems (e.g., signs, lighting, markings, and arresting gear.) have approved waivers on file before operational use. **(T-2)**.

**2.2.2.29. Airfield Construction, Repair and Maintenance.**

2.2.2.29.1. Inspect airfield construction, repair and maintenance activities for safety and compliance. **(T-2)**. Coordinate on airfield construction plans and monitor airfield construction, repair and maintenance activities. **(T-2)**.

2.2.2.29.2. Participate in airfield construction projects from the planning phase through project completion. **(T-3)**.

2.2.2.29.3. Attend construction meetings. **(T-3)**.

2.2.2.29.4. Develop a continuity book, file plan or electronic equivalent to track and monitor the following until completed or corrected: **(T-3)**.

2.2.2.29.4.1. Active temporary and permanent airfield-related waivers. **(T-3)**.

2.2.2.29.4.2. Airfield construction project plans and drawings. **(T-3)**.

2.2.2.29.4.3. Airfield construction meeting minutes. **(T-3)**.

2.2.2.29.5. Coordinate on all airfield construction projects potentially impacting airfield operations. **(T-3)**. Develop procedures (normally in the Airfield Operations Instruction, construction contract and/or safety plan) to monitor and track contractors working on or near the airfield. **(T-3)**.

2.2.2.29.6. Establish vehicle routes to and from airfield construction areas and procedures for site maintenance, daily cleanup, waste control, material and equipment storage. **(T-3)**. Outline most direct vehicle route for contractors to use to minimize potential impact to aircraft operations. **(T-3)**.

2.2.2.29.7. Ensure airfield construction contracts contain airfield driving and safety requirements for contractors. **(T-3)**.

2.2.2.29.8. Participate in the final inspection of construction projects prior to accepting project completion. **(T-3)**.

2.2.2.29.9. Review Unified Facilities Criteria (UFC) 3-260-01, Appendix B, Section 14 and FAA Advisory Circular 150/5370-2, *Operational Safety on Airports During Construction*, (FAA Advisory Circular located at the following website: [https://www.faa.gov/regulations\\_policies/advisory\\_circulars/](https://www.faa.gov/regulations_policies/advisory_circulars/)) as appropriate, prior to the start of any construction projects on the airfield for the minimum operational safety requirements. **(T-3)**.

2.2.2.29.10. Ensure construction areas are properly marked, lighted and closed to aircraft/vehicles, as required, in accordance with UFC 3-260-04, *Standard Airfield Pavement Marking Schemes*. **(T-3)**. NOTE: Airfield lighting circuits located within closed construction areas must be turned off and barricades properly sited to prevent inadvertent access. **(T-3)**.

2.2.2.29.11. Coordinate with CE, Fire Department, Security Forces, Terminal Instrument Procedures, Aircraft Maintenance, operations community (e.g., Flying squadron(s), Scheduling, Standardization and Evaluation) and tenant flying units as applicable, to determine the impact of proposed airfield construction and repair projects on flying operations, airfield security operations, and Aircraft Rescue and Fire Fighting capability. **(T-3)**.

2.2.2.29.12. Review the FAA Form 7460-1, *Notice of Proposed Construction or Alteration* and FAA Form 7460-2, *Notice of Actual Construction or Alteration* prior to the start of construction. **(T-3)**. This requirement does not apply to overseas locations not under the FAA authority. FAA Forms are located at the following website: <https://www.faa.gov/forms/>.

#### **2.2.2.30. Aircraft Parking Plans and Special Operations Areas/Ramps.**

2.2.2.30.1. Serve as primary OPR and coordinate with CE and Aircraft Maintenance for development of aircraft parking plans. **(T-3)**.

2.2.2.30.2. Maintain a current copy of aircraft parking plans (e.g., unclassified, classified) on file in AM. **(T-3)**.

2.2.2.30.3. Annually review and coordinate on aircraft parking plans for compliance with airfield planning and design criteria in UFC 3-260-01, AFMAN 32-1084, *Standard Facility Requirements* or applicable host nation criteria (e.g., International Civil Aviation Organization and North Atlantic Treaty Organization.). **(T-3)**. Submit recommended changes to the AOF/CC and maintain a file copy of the recommended changes until source document is corrected. **(T-3)**.

2.2.2.30.4. Coordinate with CE, Security Forces, Safety, Transient Alert, Maintenance Operations Coordination Center and Wing Plans Office to develop aircraft parking plans for base assigned/transient aircraft and base support plans. **(T-3)**.

2.2.2.30.5. Coordinate with CE, Security Forces, Safety, Fire Department, Fuels Control, Transient Alert, Maintenance Operations Coordination Center and Wing Plans Office to develop short-term aircraft parking plans for distinguished visitors, contingencies, exercises, static displays, airshows and other special airfield projects. **(T-3)**.

2.2.2.30.6. Coordinate with CE, Security Forces, Safety, Fire Department, Fuels Control, Transient Alert, Maintenance Operations Coordination Center and flying units to designate areas for Engine Run-up, Drag Chute Jettison, Hot Pit Refueling, loading, unloading, arming and de-arming of aircraft with hazardous cargo and/or live armament (e.g., guns, missiles, and bombs.). **(T-3)**.

2.2.2.30.6.1. Criteria to consider for designating these areas include but is not limited to security, safety of operations, airfield design to protect imaginary surfaces, apron lighting, water/fire hydrants, location of aircraft grounding points and access for Aircraft Rescue and Fire Fighting personnel and equipment. (See UFC 3-260-01, Air Force Joint Instruction 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials* and DESR 6055.09\_AFMAN 91-201, *Explosives Safety Standards*)

2.2.2.30.6.2. Maintain a current copy of the Explosive Safety Quantity Distance map on file in AM. **(T-3).**

**2.2.2.31. Coordinate with Civil Engineers to:**

2.2.2.31.1. Establish a CE airfield maintenance team to perform required maintenance and repair activities and monitor pavement deterioration. **(T-3).**

2.2.2.31.2. Develop a runway rubber removal and painting plan and maintain a current copy on file in AM. **(T-3).**

2.2.2.31.2.1. Paint and rubber removal is considered satisfactory when 85% of the rubber or paint is removed. (See Unified Facilities Guide Specifications 32 01 11.51, *Rubber and Paint Removal from Airfield Pavements*, Section 3, Compliance Testing)

2.2.2.31.2.2. When excessive rubber deposits build up on the runway, publish a NOTAM (if not already addressed in the DoD Flight Publications) advising aircrews a potential for reduced braking capability and/or directional control exist, particularly during wet RSC and include applicable airfield restrictions. **(T-3).**

2.2.2.31.3. Conduct runway friction testing in accordance with Tri-Service Pavement Working Group Manual 3-270-01.04-10, *Determining the Need for Runway Rubber Removal*. **(T-3).** Remove built-up rubber deposits when any of the following conditions exist or occur:

2.2.2.31.3.1. Runway markings (e.g., centerline, threshold, and touchdown.) are obscured due to rubber build-up. **(T-3).**

2.2.2.31.3.2. Notified by CE the runway friction value is less than the Action/Planning Levels in Tri-Service Pavements Working Group Manual 3-270-01.04-10, **Chapter 2**. **(T-3).**

2.2.2.31.3.3. Use Risk Management when AFM, Safety and OG/CC determine it is necessary due to potential or actual operational impact. Consider all factors when making the assessment such as pilot reported concerns and type of aircraft operations. **(T-3).**

2.2.2.31.4. Correct discrepancies and/or hazards involving airfield signs, markings, lighting, aircraft arresting systems and pavements. **(T-3).** (Reference UFC 3-535-01, *Visual Air Navigation Facilities*, AFMAN 32-1041, *Pavement Evaluation Program*, UFC 3-260-04, AFMAN 32-1040, *Civil Engineer Airfield Infrastructure Systems*, or applicable host-nation criteria (e.g., International Civil Aviation Organization and North Atlantic Treaty Organization).

2.2.2.31.5. Develop a local operating procedure (LOP) for CE personnel to report airfield lighting systems reliability/outages to AM. (T-3).

2.2.2.31.6. Provide accurate runway weight-bearing restrictions. (T-3).

2.2.2.31.7. Obtain the status and results of aircraft arresting systems inspections, maintenance and certifications. (See AFMAN 32-1040). (T-3).

2.2.2.31.8. Place frangible signs specifying the correct elevations near the takeoff end of the affected runway when runway end elevations differ by 25 feet from the published field elevations. (See AFMAN 11-202 Volume 3, *Flight Operations* and UFC 3-535-01) (T-3).

**2.2.2.32. Coordinate with Safety on programs for:**

2.2.2.32.1. Bird/Wildlife Hazard Management. (See AFI 91-202 and AFI 91-212) (T-3).

2.2.2.32.2. Designating parking, loading and servicing of aircraft with hazardous cargo or live armament handling (e.g., guns, missiles and bombs). (See Air Force Joint Instruction 11-204, and DESR 6055.09\_AFMAN 91-201) (T-3).

2.2.2.32.3. Developing and applying Operation Plans to respond to aircraft incidents or accidents, in-flight emergencies and similar disasters on- or off-base. (T-3).

2.2.2.32.4. Determining risk assessment codes and applying risk management principles for hazardous airfield conditions. (T-3).

**2.2.2.33. Airfield Management Quality Assurance.**

2.2.2.33.1. Join the AFFSA/XA SharePoint® website. (T-3).

2.2.2.33.2. Conduct an annual self-assessment of AM functions and services using the Self-Assessment Communicators loaded into Management Internal Control Toolset. (T-3).

2.2.2.33.3. Review and compare MAJCOM newsletters, AFFSA/XA Trend and Analysis Reports, mishap investigation results, AFFSA/XA and MAJCOM e-mails. (T-3). Evaluate these items to determine local applicability and initiate corrective actions as required. (T-3).

**2.3. Deputy Airfield Manager (DAFM) Role.** The DAFM, or civilian equivalent, assists the AFM in supervising airfield operations and airfield maintenance activities.

**2.3.1. Minimum Qualification and Training Requirements.**

2.3.1.1. Military personnel selected to fill the DAFM position must:

2.3.1.1.1. Hold the rank of Technical Sergeant or above. (T-2).

2.3.1.1.2. Hold Air Force Specialty Code 1C771. (T-2).

2.3.1.1.3. Possess Special Experience Identifier 368. (T-2).

2.3.1.1.4. Have at least 3 years' experience in AM (1 of the 3 years must be working in an AM facility at the 1C771 level). (T-2).

2.3.1.2. AOF/CC and/or local hiring authorities must ensure DoD civilian and contract candidates selected to fill this position possess an Air Force Airfield Manager Position certification (i.e. SEI 368) and have at least 3 years of experience executing DAFM duties and responsibilities outlined in 1C7 CFETP and this manual. **(T-1)**. NOTE: An approved waiver request to this requirement must stipulate mandatory completion of all AFM qualification training requirements (i.e. AFM and Local Position Certification Guide (PCG), Advanced Airfield Managers Course, AM computer-based training products and Risk Management Course) within 12 months of employee start date. **(T-1)**.

2.3.1.3. The following training requirements must be completed for position qualification:

2.3.1.3.1. Airfield Manager PCG. **(T-2)**.

2.3.1.3.2. Airfield Criteria, Airfield Inspection and Maintenance, Wildlife Hazard Management, Airfield Driving and Airfield Management Contingency Operations computer-based training. **(T-2)**. NOTE: Completion of Airfield Management Contingency computer-based training is required for DoD civilians who elect to deploy.

2.3.1.3.3. Advanced Airfield Manager Course. **(T-1)**.

2.3.1.3.4. Air Force Risk Management Fundamentals Course through Advanced Distributed Learning Service. **(T-3)**.

2.3.1.3.5. Air Force Encroachment Management Introduction through Advanced Distributed Learning Service. **(T-3)**.

2.3.1.3.6. Local Qualification Training (AF Form 797 or electronic training record format equivalent), if applicable. **(T-3)**. NOTE: DoD civilians and contractors must complete within 6 months of employee start date. **(T-3)**.

2.3.1.4. Completion of the following courses are highly recommended for the DAFM. See [Attachment 1](#) for a description of each course.

2.3.1.4.1. Airport Certification Procedures Course.

2.3.1.4.2. Aircraft Mishap Investigation Course.

2.3.1.4.3. Military Airspace Management Course.

**2.3.2. DAFM Key Responsibilities.** The DAFM will:

2.3.2.1. Function as the AFM and/or WADPM when personnel are absent or as otherwise needed. **(T-3)**.

2.3.2.2. Supervise airfield operations and maintenance activities to provide a safe, efficient and effective airfield operations. **(T-3)**.

2.3.2.3. Conduct airfield inspections and checks as outlined in [Chapter 5](#). **(T-3)**.

2.3.2.4. Attend airfield exercise, deployment, static display, ceremonies and other special activities meetings. **(T-3)**.

2.3.2.5. **Airfield Security and Hijack Prevention.**

2.3.2.5.1. Coordinate with Security Forces and CE for placement of control area signs on the airfield. (See AFI 31-101, *Integrated Defense*) (T-3). NOTE: Controlled and restricted area signs (where applicable) must meet airfield planning and design criteria siting, height and frangibility requirements. (T-1).

2.3.2.5.2. Annually review and coordinate on the installation security and hijack prevention plan. (T-3). Submit completion of the review and recommended changes to the AFM, AOF/CC and OPR. Maintain a file copy of the recommended changes until source document is corrected. (T-3).

2.3.2.5.3. Maintain a current copy of the installation security and hijack prevention plans on file in AM. (T-3).

2.3.2.5.4. See AFI 31-101 and AFI 13-207, *Preventing and Resisting Aircraft Piracy* (Anti-Hijacking) (FOUO) for additional AM responsibilities. (T-3).

#### 2.3.2.6. Airfield Lighting.

2.3.2.6.1. Maintain a locally developed airfield lighting chart or electronic equivalent identifying the number of lights associated with each lighting system (e.g., approach, runway, taxiway, and obstruction.) and the actions required to address outages. (T-3).

2.3.2.6.2. Consult with CE and use the Airfield Lighting Guide (*available for download from the AFFSA/XA SharePoint®*) to determine if any identified outages within a particular lighting system render it unusable. (T-3). NOTE: Information on the Airfield Lighting Guide was extracted from UFC 3-535-01, FAA Order 6850.5, *Maintenance of Lighted Navigational Aids* and FAA Advisory Circular 150/5340-26, *Maintenance of Airport Visual Aid Facilities* Appendix A.

2.3.2.6.3. Confirm NOTAMs are sent for airfield lighting outages as required. (T-3).

2.3.2.6.4. Ensure the allowable percentage of unserviceable lights do not alter the basic pattern of the lighting system in order to provide aircraft visual guidance. (T-3).

#### 2.3.2.7. Airfield Discrepancies and Hazards.

2.3.2.7.1. Process airfield discrepancies on the AF Form 332 or locally approved form or electronic system. (T-3).

2.3.2.7.2. Maintain a current Airfield Discrepancy Log to track and monitor airfield discrepancies and/or hazards on the airfield (e.g., signs, markings, lighting, pavements, aircraft arresting system, obstructions, and obstacles.) until work is complete. (T-3). NOTE: Procedures may be included in a LOP with the appropriate CE agency (Airfield Lighting and Barrier Maintenance.) to use a locally developed log (or electronic equivalent) to track and monitor airfield discrepancies in lieu of AF Form 332.

2.3.2.7.3. Maintain the status of airfield discrepancies, to include proposed fix actions and estimated completion date. (T-3).

2.3.2.8. Coordinate with CE to develop an airfield sweeping schedule/plan to support flying operations and maintain pavement areas on or next to runways, taxiways, ramps, engine run-up pads, runway overruns, airfield access roads and helicopter landing areas on a regularly scheduled basis and as needed. **(T-3)**. Ensure a current copy of the airfield sweeping schedule/plan is maintained in the Airfield Management Operations (AMOPS) section. **(T-3)**.

2.3.2.9. Coordinate with CE and Safety prior to the installation of stop signs on airfield service roads leading to a Controlled Movement Area such as a runway, Vertical/Short Takeoff and Landing Pad, Taxiway, and Helipad. **(T-3)**. Where installed, the stop sign must read as follows “Do Not Proceed Contact ATC”. **(T-3)**.

2.3.2.9.1. Collocate stop sign with the Stop Bar (i.e. marking indicating the stopping point for vehicles). **(T-3)**. NOTE: Stop sign must also meet airfield planning and design criteria siting, height and frangibility requirements. **(T-3)**.

2.3.2.9.2. Ensure stop sign does not interfere with aircraft (e.g. clearance requirements and jet blast.) using the runways, taxiways and aprons. **(T-3)**.

2.3.2.9.3. See FAA Advisory Circular, 150/5340-18, *Standards for Airport Sign Systems*, **Figure 14** Examples of Standard Highway Signs.

2.3.2.10. Serve as a member of the Foreign Object Damage (FOD) Prevention Committee. **(T-3)**. See AFI 21-101, *Aircraft and Equipment Maintenance Management*, for additional guidance.

2.3.2.10.1. Coordinate with CE, Safety, Aircraft Maintenance and FOD Manager on the FOD Prevention Program and to ensure stop bars, stop signs and check for FOD signs as required, are located on roads prior to entering airfield areas and vehicular roads intersecting runways, taxiways or aprons. **(T-3)**. (See UFC 3-260-01, AFI 21-101, and applicable Engineering Technical Letters, International Civil Aviation Organization, North Atlantic Treaty Organization or Standardized Agreement for additional information).

2.3.2.10.2. Ensure AM is in the FOD discovery, reporting and investigation process. **(T-3)**.

2.3.2.10.3. FOD walks on runways and taxiways (or as determined locally) must be prior coordinated with AM. **(T-3)**.

2.3.2.11. Maintain vegetation growth on or adjacent to the airfield (e.g., grass mowing and tree/brush trimming.) according to AFI 91-202, AFI 91-212 and installation Bird/Wildlife Aircraft Strike Hazard Reduction Plan. **(T-3)**. These areas include but are not limited to overruns, drainage culverts/ditches, approach surfaces and areas around airfield lighting. NOTE: Vegetation waste should be removed from the airfield to reduce areas from becoming a bird/wildlife attractant.

2.3.2.12. Remove, trim or otherwise control trees penetrating imaginary surfaces or those posing a hazard to aircraft or safe airfield operations. **(T-3)**.

2.3.2.13. Serve as a member of the Wing Inspection Team. **(T-3)**. See AFI 10-2501.

2.3.2.14. Conduct an annual self-assessment of AM functions and services using the Self-Assessment Communicators loaded into Management Internal Control Toolset. (T-3).

**2.4. Wing Airfield Driving Program Manager (WADPM) Role:** The WADPM provides overall Airfield Driving Program management and oversight to provide a safe, efficient and effective airfield operations. See AFI 13-213, *Airfield Driving*, for key duties, qualifications, and responsibilities.

**2.5. NCOIC, Airfield Management Operations (NAMO) Role.** The NAMO, or civilian equivalent, is responsible for establishing performance standards, procedures, work priorities and supervising personnel working in AM section.

**2.5.1. Minimum Qualification and Training Requirements.**

2.5.1.1. Military personnel selected to fill the NAMO position must:

2.5.1.1.1. Hold the rank of SSgt or above. (T-2).

2.5.1.1.2. Hold Primary Air Force Specialty Code 1C771. (T-2).

2.5.1.1.3. Have at least 3 years' experience in AM facility. (T-2).

2.5.1.2. AOF/CC and/or local hiring authorities must ensure DoD civilian and contract candidates meet the following criteria:

2.5.1.2.1. Have at least 2 years of experience executing NAMO duties and responsibilities outlined in this manual. (T-2).

2.5.1.2.2. Complete local qualification training and NAMO PCG (*if not previously completed*) within 6 months of employment start date. (T-2).

2.5.1.3. The following training requirements must be completed for position qualification:

2.5.1.3.1. NCOIC, Airfield Management Operations PCG. (T-2).

2.5.1.3.2. Airfield Criteria, Airfield Inspection and Maintenance, Wildlife Hazard Management, Airfield Driving and Airfield Management Contingency Operations computer-based training. (T-2). **NOTE:** Completion of Airfield Management Contingency computer-based training is required for DoD Civilians who elect to deploy.

2.5.1.3.3. Air Force Risk Management Fundamentals Course through Advanced Distributed Learning Service. (T-3).

2.5.1.3.4. Local Qualification Training (AF Form 797 or electronic training record format equivalent). (T-3). **NOTE:** DoD civilians and contractors must complete within 6 months of employment start date. (T-3).

2.5.1.4. May attend the Advanced Airfield Manager Course with approval from the Career Field Manager and/or MAJCOM Functional Manager.

**2.5.2. NAMO Key Responsibilities:** NAMO will:



2.5.2.1. Review flight plans, traffic logs, Daily Record of Events, NOTAMs and other supporting flight data information for accuracy, completeness and conformance with established directives. **(T-3)**. Use a MFR, log or electronic equivalent to document reviews and maintain a file copy in accordance with Air Force RDS, Table 13-06, Rule 4.00. **(T-3)**.

2.5.2.2. Develop procedures to process NOTAMs in accordance with AFI 11-208. **(T-3)**. Create Graphical NOTAM to depict runway, taxiway and apron closures on an airport map.

2.5.2.2.1. Develop backup procedures such as a Letter of Agreement with two or more bases to transmit NOTAMs. Select at least one base located in a different geographical location. **(T-3)**.

2.5.2.2.2. Use NOTAM Manager to manage, track and monitor accountability of the following **(T-3)**:

2.5.2.2.2.1. NOTAM log for safety and local NOTAMs. **(T-3)**.

2.5.2.2.2.2. Active NOTAM. **(T-3)**.

2.5.2.2.2.3. Inactive NOTAM (Not to exceed 15 calendar days). **(T-3)**.

2.5.2.3. Ensure procedures in local weather support directive include notifying AM section of hazardous weather. **(T-3)**.

2.5.2.4. Ensure a secondary crash net is installed and operational. **(T-2)**. Develop primary and backup procedures for secondary crash net operations. Use a secondary crash net form or checklist (e.g., MAJCOM, locally developed or electronic equivalent) to record information (e.g., real-world/exercise) received over the primary crash alarm system and/or relayed over the secondary crash net. **(T-2)**.

2.5.2.5. Conduct airfield inspections and checks as outlined in [Chapter 5](#). **(T-3)**.

2.5.2.6. Assign unique two-letter operating initials to each individual for use in daily operations. **(T-3)**.

2.5.2.7. Develop a monthly duty schedule to ensure effective personnel utilization working in the AM section. **(T-3)**.

2.5.2.8. Develop and maintain current and accurate Operating Instructions, Quick Reaction Checklists, and logs in the AM section to perform AM activities and responsibilities. **(T-3)**.

2.5.2.8.1. Quick Reaction Checklists must be maintained in a stand-alone binder, tabbed, and readily available. **(T-3)**.

2.5.2.8.2. Operating Instructions may be combined into a single AM Instruction.

2.5.2.8.3. All AM personnel must review Operating Instructions and Quick Reaction Checklists at least quarterly. **(T-3)**. Use a MFR, log or electronic equivalent to document reviews of Operating Instructions/Quick Reaction Checklists and maintain a file copy in accordance with Air Force RDS, Table 13-06, Rule 4.00. **(T-3)**.

2.5.2.8.4. The NAMO must conduct and document an annual review of all AM Operating Instructions and Quick Reaction Checklists to ensure accuracy, consistency, and compliance with current requirements and practices. **(T-3).**

2.5.2.8.5. As a minimum, Operating Instructions, or Quick Reaction Checklists must be maintained on the following subjects:

2.5.2.8.5.1. Inbound/outbound aircraft (e.g., MAJCOM/Local Flight Following Log, Flight Progress Strip or electronic equivalent). **(T-3).**

2.5.2.8.5.2. Distinguished Visitors (DV) arrivals/departures. **(T-3).**

2.5.2.8.5.3. Aircraft requiring special handling (e.g., Air Evacuation and Hazardous cargo). **(T-3).**

2.5.2.8.5.4. Airfield restrictions (e.g., Prior Permission Required (PPR), Official Business Only (OBO), quiet hours, and closures). (See [Chapter 6](#)) **(T-3).**

2.5.2.8.5.5. Airfield Inspection and Checks. **(T-3).**

2.5.2.8.5.6. Flight Information Publication Management. **(T-3).**

2.5.2.8.5.7. Weather Warnings, Watches and Advisories. **(T-3).**

2.5.2.8.5.8. In-Flight Emergency/Ground Emergency. **(T-3).**

2.5.2.8.5.9. Bird/Aircraft Strike Hazard/Wildlife responses and BWC declarations/notifications. **(T-3).**

2.5.2.8.5.10. Broken Arrow (e.g. accidental launching, firing, detonating, theft or loss of nuclear weapon), if applicable. **(T-3).**

2.5.2.8.5.11. On/Off-base incident. **(T-3).**

2.5.2.8.5.12. Anti-Hijacking. **(T-3).**

2.5.2.8.5.13. Unauthorized Aircraft Landing. **(T-3).**

2.5.2.8.5.14. Overdue Aircraft. **(T-3).**

2.5.2.8.5.15. Hydrazine Incident. **(T-3).**

2.5.2.8.5.16. Bomb Threat. **(T-3).**

2.5.2.8.5.17. Hung Ordnance and Hot Armament. **(T-3).**

2.5.2.8.5.18. Runway Incursion/Controlled Movement Area Violation events. **(T-3).**

2.5.2.8.5.19. Alert/Recall procedures. **(T-3).**

2.5.2.8.5.20. Flight Safety and Local NOTAM procedures. **(T-3).**

2.5.2.8.5.21. Customs/Agriculture/Immigration. Publish response agency, time and required notification action in the Flight Information Publication. **(T-3).**

2.5.2.8.5.22. Facility/Building Evacuations. **(T-3).** At a minimum, AM personnel must notify the control tower, radar approach control or ground control approach facility, command post, fire department and security forces of

evacuation/arrival at alternate facility. **(T-3)**. NOTE: Notify agencies when AM personnel return to the primary facility. **(T-3)**.

2.5.2.8.5.23. Mishap Notification/Response. **(T-3)**. See AFMAN 13-204 Volume 1 for additional information.

2.5.2.8.5.24. Emergency Locator Transmitter. **(T-3)**.

2.5.2.8.5.25. Civil/Foreign Aircraft inbounds. **(T-3)**.

2.5.2.8.5.26. Unmanned Aircraft Systems/Remote Piloted Aircraft procedures (if applicable). **(T-3)**. See AFMAN 13-204 Volume 1 for additional information.

2.5.2.8.5.27. Fuel Spills. **(T-3)**.

2.5.2.9. Develop a shift-briefing checklist or electronic equivalent. **(T-3)**. The shift-briefing checklist must include as a minimum:

2.5.2.9.1. Airfield Status (e.g., Active Runway, RSC/RCR, current NOTAMs, Bird Watch Condition, and Arresting Gear). **(T-3)**.

2.5.2.9.2. Airfield Construction. **(T-3)**.

2.5.2.9.3. Navigational Aids status. **(T-3)**.

2.5.2.9.4. Aircraft Rescue and Fire Fighting capability. **(T-3)**.

2.5.2.9.5. Equipment status (e.g., phones, Ultra High Frequency/Very High Frequency radios, vehicle, and Bird/Aircraft Strike Hazard). **(T-3)**.

2.5.2.9.6. Personnel working on the airfield (e.g., grass mowers, snow and ice removal operations, and contractors). **(T-3)**.

2.5.2.10. Develop local procedures to record significant incidents/events during each shift on AF Form 3616, *Daily Record of Facility Operations*, or suitable substitute (i.e. web-based program, etc.). **(T-3)**.

2.5.2.10.1. AMSL/AMOS will maintain entries on a continuous log. **(T-3)**.

2.5.2.10.2. AMSL/AMOS accepts responsibility for the facility by making an initial entry with the exact time and operating initials of individuals coming on duty. Anytime an AMSL/AMOS is relieved, enter the first name initial and last name and indicate transfer of responsibility of the shift on AF Form 3616 or suitable substitute. (e.g. 1310 JD OFF, SSGT W. SMITH/WS ON AS "AMOS"/"AMSL"). **(T-3)**.

2.5.2.10.3. Each AMSL/AMOS will sign the AF Form 3616, or suitable substitute, in the appropriate block at the end of his or her shift. **(T-3)**. The AMSL/AMOS signature certifies the entries are correct and the form contains all required entries.

2.5.2.10.4. The AFM and NAMO must sign after review of daily logs for trends on the airfield and/or in AM section (e.g., equipment outages and facility maintenance). **(T-3)**.

2.5.2.10.5. Annotate all actions on the AF Form 3616 or suitable substitute. **(T-3)**. Detailed documentation may be maintained on other forms or checklists. Units may specify additional items requiring documentation. As a minimum, the following items must be annotated on the AF Form 3616 or suitable substitute:

- 2.5.2.10.5.1. Shift changes, opening and closing AM section. **(T-3).**
- 2.5.2.10.5.2. Personnel working on the airfield (e.g., grass cutters, contractor construction personnel, and CE repair crews) and coordination. **(T-3).**
- 2.5.2.10.5.3. Issue, revision and cancellation of NOTAMs. **(T-3).**
- 2.5.2.10.5.4. Airfield Inspections/Checks. **(T-3).**
- 2.5.2.10.5.5. RSC/RCR. **(T-3).**
- 2.5.2.10.5.6. Bird Watch Condition declarations. **(T-3).**
- 2.5.2.10.5.7. In-flight emergency/Ground emergency to include aircraft arresting system engagements. **(T-3).**
- 2.5.2.10.5.8. Controlled Movement Area Violations. **(T-3).**
- 2.5.2.10.5.9. Primary Crash Alarm System/Secondary Crash Net tests and activations. **(T-3).**
- 2.5.2.10.5.10. Active Runway changes. **(T-3).**
- 2.5.2.10.5.11. Weather Warning, Watch and Advisories. **(T-3).**
- 2.5.2.10.5.12. Closure of aerodrome, runways, taxiways and aprons. **(T-3).**
- 2.5.2.10.5.13. Navigational Aid and airfield lighting outages. **(T-3).**
- 2.5.2.10.5.14. Daily inspection of aircraft arresting and airfield lighting systems by CE. **(T-3).**
- 2.5.2.10.5.15. Equipment malfunctions/outages (e.g., FAA flight planning system, back-up generator). **(T-3).**
- 2.5.2.10.5.16. Reduced Aircraft Rescue and Firefighting capability. **(T-3).**
- 2.5.2.10.5.17. Daily flight planning room checks. **(T-3).**
- 2.5.2.10.5.18. Supervisor of Flying calls **(T-3).**
- 2.5.2.10.5.19. Spot checks to enforce and monitor compliance with airfield driving procedures. **(T-3).**
- 2.5.2.10.6. Maintain the AF Form 3616, or suitable substitute, on file in accordance with Air Force RDS, Table 13-06, Rule 01.00. **(T-3).**
- 2.5.2.11. Develop flight plan processing procedures for the Airfield Operations Instruction. **(T-3).**
  - 2.5.2.11.1. Develop backup procedures such as a Letter of Agreement with two or more AMOPS sections or DoD Base Operations/Flight Planning Facility to process flight plans and aircraft movement messages. **(T-3).** Select at least one base located in a different geographical location. **(T-3).**
  - 2.5.2.11.2. Ensure all aircraft departing Air Force installations have a filed flight plan prior to takeoff. **(T-2).** Exception: Civil aircraft (e.g., Scheduled Air Carrier and General Aviation) are exempt from this requirement when published in the Airfield Operations Instruction.

- 2.5.2.11.3. Flight plans must be filed in person or electronically (e.g., fax, e-mail, canned, telephone, and flightplan.com). **(T-3)**.
- 2.5.2.11.4. The AFM may authorize a Letter of Agreement for Temporary Duty/exercise aircraft to file flight plans.
- 2.5.2.11.5. The Airfield Operations Instruction or Letter of Agreement must indicate who will maintain the original flight plan on file. **(T-3)**.
- 2.5.2.11.6. Use a MAJCOM/Local Flight Following Log, Flight Progress Strip or electronic equivalent to record and track aircraft arrivals and departures. **(T-3)**.
- 2.5.2.11.7. Use DD Form 175, *Military Flight Plan*, DD Form 1801, *DoD International Flight Plan*, or other authorized forms according to AFI 11-202 Volume 3 and DoD Flight Information Publication, General Planning. **(T-3)**. NOTE: Utilization of the DD Form 1801 should be to the maximum extent possible.
- 2.5.2.11.8. Original flight plans will not be accepted via radio. **(T-3)**.
- 2.5.2.11.9. Filed flight plans can be amended via any means.
- 2.5.2.11.10. An aircraft commander on a stopover flight plan or a weather/maintenance divert may re-file or amend flight plans with an AM section via any means (radio or telephone). NOTE: AM section personnel must ensure an original flight plan clearance was filed by contacting the original departure location via telephone or sending a flight movement message query. **(T-3)**.
- 2.5.2.11.11. An aircraft commander (normally operating on a Visual Flight Rule (VFR) flight plan requesting to pick up an IFR flight plan) can request to air file a flight plan with the AM section if the change does not penetrate an Air Defense Identification Zone. NOTE: AM personnel must ensure a flight plan was on file. **(T-3)**.
- 2.5.2.11.12. AM personnel will not modify/change flight plans for Flight Managed Missions without approval from the flight planning cell/flight managers. **(T-1)**. (See AFMAN 11-255, Volume 3 *Flight Manager Responsibilities and Procedures*)
- 2.5.2.11.13. At locations where more than one agency has the capability to file flight plans, the host wing AM function has overall responsibility for the following actions unless delineated otherwise in the Airfield Operations Instruction or Letter of Agreement with the filing unit:
- 2.5.2.11.13.1. Flight following/tracking aircraft.
  - 2.5.2.11.13.2. Search and Rescue.
  - 2.5.2.11.13.3. Aircraft security and anti-hijacking.
  - 2.5.2.11.13.4. Amend, Cancel, and re-filing flight plans.
- 2.5.2.12. Obtain a current and accurate on/off base crash grid map from CE Readiness Flight and have copies available in the primary and alternate AM section. **(T-3)**. Instructions on how to read a crash grid map is located in Air Force Tactics, Techniques and Procedures 3-4, **Chapter 8**.

2.5.2.13. Develop a customer quality feedback questionnaire or electronic equivalent to solicit customer feedback on the quality of AM services, airfield facilities (e.g., Navigational Aids, signage, markings, and lighting) and aircrew support. **(T-3)**. Maintain a file copy of the questionnaire in accordance with Air Force RDS, Table 33-42, Rule 04.00.

2.5.2.14. Develop procedures to ensure AM personnel do not release names of individuals allegedly involved in an aircraft incident or accident to agencies outside Air Force channels. **(T-2)**. All inquiries from non-mishap response personnel must be directed to Public Affairs. **(T-2)**. See AFMAN 13-204 Volume 1 and AFI 91-204.

2.5.2.15. Develop procedures to determine and report RSC and RCR as outlined in **Chapter 7**. **(T-3)**. Procure and maintain Air Force-approved friction-measuring equipment and ensure it is calibrated in accordance with Technical Order 33-1-23, *Equipment and Procedures for Obtaining Runway Condition Readings* or manufacturer's guidance. **(T-3)**.

2.5.2.16. Maintain current publications, charts, forms and Flight Information Publications necessary to support base and transient flying operations. **(T-3)**. Electronic media may be used for all items to include Flight Information Publications.

2.5.2.17. Include an entry in the Instrument Flight Rule Supplement advising transient aircrews of the classified materials (Communication Security and cryptographic equipment) availability and storage restrictions. **(T-3)**.

2.5.2.18. Appoint a primary and alternate Flight Information Publication manager to accomplish the following actions:

2.5.2.18.1. Develop and maintain a Flight Information Publication Continuity Binder or electronic equivalent to manage and track accountability of Flight Information Publication products. **(T-3)**.

2.5.2.18.2. Order Flight Information Publications and aeronautical charts for base units according to established distribution procedures. (See AFI 11-201, *Flight Information Publications and General Planning*). **(T-3)**.

2.5.2.18.2.1. If a new Flight Information Publication is not received by the effective date, mark material as "OUTDATED Contact AM Section." **(T-3)**.

2.5.2.18.2.2. Electronic products on the National Geospatial Intelligence Agency website may be used as a backup if new Flight Information Publications are not received by the effective date.

2.5.2.18.2.3. Review local airfield data in each new Flight Information Publication edition for accuracy and consistency with information published in other Flight Information Publications (e.g., approach plates, enroute supplement, and area planning), base publications (e.g., Airfield Operations Instruction, Operation Plans) and flight planning room displays. **(T-3)**.

2.5.2.18.2.3.1. Ensure the Area Planning Flight Information List entry date does not exceed three years (e.g. FIL 17-086) in accordance with General Planning. **(T-3)**.

2.5.2.18.2.3.2. Use a MFR, log or electronic equivalent to document Flight Information Publication reviews. **(T-3)**. As a minimum, the log must include the Flight Information Publication Title, Effective Date, Review Completion Date, Discrepancies Noted, Corrective Action, Date Corrected and Name/Rank of individual performing the review. **(T-3)**.

2.5.2.18.2.3.3. Maintain a file copy of Flight Information Publication reviews in accordance with Air Force RDS, Table 13-06, Rule 4.00. **(T-3)**.

2.5.2.18.2.3.4. Prepare and coordinate non-procedural Flight Information Publication changes with local agencies then submit the change in accordance with General Planning, **Chapter 11**. **(T-3)**. NOTE: The AFM is the approval authority for non-procedural Flight Information Publication change requests. Monitor and track non-procedural Flight Information Publication changes until corrected.

2.5.2.18.2.3.5. Annotate "NOTAM Manager Airfield" in the text of the submitted change for airfield diagram (runway, helipad, taxiway and apron) changes. **(T-3)**.

2.5.2.18.2.3.6. Initiate NOTAM action for non-procedural Flight Information Publication changes, as necessary. **(T-3)**.

2.5.2.18.2.3.7. When appropriate, include the type and extent of pavement in the touchdown zone (surface one) of the runway and in the rollout or middle zone of the runway (surface two) in the "Remarks" section of the Enroute Supplement. For example: "First 1,000 feet of runway 25 and first 2,150 feet of runway 07 is concrete. Middle 5,450 feet of runway 07/25 is a porous friction surface."

2.5.2.18.2.3.8. Publish non-standard airfield systems or configurations (e.g., signs, lighting, markings, and arresting gear) in the Flight Information Publication and Airfield Operations Instruction. **(T-3)**.

2.5.2.18.2.3.9. Publish accurate pavement condition numbers and runway weight-bearing restrictions in Flight Information Publications based on current pavement evaluation reports. **(T-3)**.

2.5.2.18.2.3.10. Post changes to Flight Information Publication products (e.g. enter the change notice identification aside of affected data and then file in front of document). **(T-3)**. NOTE: Annotate the operating initials and date posted on each change notice.

2.5.2.18.2.3.11. Publish aircraft taxi and parking restrictions in the Flight Information Publication, Area Planning (AP 1, 2, or 3). **(T-3)**.



2.5.2.19. Obtain access to a Global Decision Support System account in accordance with Air Mobility Command Instruction 11-211, *Destination Airfield Suitability Analysis*. (T-3). The NAMO must review the Airfield Suitability and Restrictions Report and Global Decision Support System airfield database assessment (Giant Report) for currency and accuracy at least semiannually. (T-2). Submit completion of both reports review and recommended changes to the AFM, AOF/CC and Operations Group Standardization/Evaluation and the HQ Air Mobility Command (AMC)/ Airfield Suitability Branch (A3AS). (T-2). Maintain a file copy of the changes until report is corrected. (T-3). Note 1: At locations where access to the Global Decision Support System is unattainable, contact the Air Mobility Command Airfield Help Desk [Airfield.Helpdesk@us.af.mil](mailto:Airfield.Helpdesk@us.af.mil) or DSN 312-779-3112 and request a copy of the Airfield Suitability and Restrictions Report and airfield database assessment. (T-3). Note 2: PCN values may differ between the Airfield Suitability and Restrictions Report and Pavement Evaluation Report. The calculations on the suitability report are calculated by the Suitability Branch personnel, which is based off of Air Mobility Command aircraft.

2.5.2.20. Develop procedures to check the Flight Planning Room for accuracy, currency and availability of materials (e.g., Flight Information Publications, charts, and forms) during each shift. (T-3). Document each check on the AF Form 3616 or suitable substitute. (T-3).

2.5.2.21. Establish the capability for transient aircrews to make long-distance, commercial and DSN calls. (T-3).

2.5.2.22. Conduct an annual self-assessment of AM functions and services using the Self-Assessment Communicators loaded into Management Internal Control Toolset. (T-3).

2.5.2.23. Develop and maintain a current Read File for personnel working in the AM section. (T-3). The Read File is used to keep AM personnel informed on operational information such as Higher Headquarters policy/guidance, commander's policy letters, leave and duty schedules, training requirements, and miscellaneous items such as base activity flyers and fitness exercise schedules.

2.5.2.24. Coordinate with the fire department to develop procedures for reporting the Aircraft Rescue and Fire Fighting status when capabilities are reduced to a level that can no longer support an aircraft type (e.g., C-5, C-17, KC-10) and/or the base/tenant flying mission. (T-3). At a minimum, send a NOTAM stating the required restriction. Notify the AOF/CC, command post, supervisor of flying (if available), air traffic control tower, radar approach control or ground control approach facility and document all actions on the AF Form 3616 or suitable substitute. (T-3).

**2.6. NCOIC, Airfield Management Training (NAMT) Role:** NAMT or civilian equivalent, develops, implements, and manages the AM training program in accordance with **Chapter 8** of this manual.

**2.6.1. Minimum Qualification and Training Requirements.**

2.6.1.1. Military personnel selected to fill the NAMT position must:

2.6.1.1.1. Hold the rank of SSgt or above. (T-2).



2.6.1.1.2. Hold Primary Air Force Specialty Code 1C771. (T-2).

2.6.1.1.3. Have at least 3 years' experience in AM facility (T-2).

2.6.1.2. AOF/CC and/or local hiring authorities must ensure DoD civilian and contract candidates meet the following criteria:

2.6.1.2.1. DoD civilians and contract personnel must have at least 2 years of experience executing NAMT duties and responsibilities outlined in [paragraph 2.6.2 \(T-2\)](#).

2.6.1.2.2. Complete local qualification training and NAMT PCG (*if not previously completed*) within 6 months of employment start date. (T-2).

2.6.1.3. The following training requirements must be completed for position qualification:

2.6.1.3.1. NCOIC, Airfield Management Training PCG. (T-2).

2.6.1.3.2. Airfield Criteria, Airfield Inspection and Maintenance, Wildlife Hazard Management, Airfield Driving and Airfield Management Contingency Operations computer-based training. (T-2). **NOTE:** Completion of Airfield Management Contingency computer-based training is required for DoD Civilians who elect to deploy.

2.6.1.3.3. Air Force Risk Management Fundamentals Course through Advanced Distributed Learning Service. (T-3).

2.6.1.3.4. Local Qualification Training (AF Form 797 or electronic training record format equivalent). (T-3). **NOTE:** DoD civilians and contractors must complete within 6 months of employment start date. (T-3).

2.6.1.3.5. Formal Training/Task Certifier course. (T-3).

2.6.1.3.6. Must be trained, certified and maintain proficiency on all subject matters required for training. (T-3).

2.6.1.3.7. Must be trained on the current Air Force electronic training record system to effectively develop, administer and manage the AM training program. (T-2).

2.6.1.4. May attend the Advanced Airfield Manager Course with approval from the Career Field Manager and/or MAJCOM Functional Manager.

**2.6.2. NAMT Key Responsibilities.** NAMT will:

2.6.2.1. Develop, implement and manage a Master Training Plan in accordance with AFI 36-2670, *Total Force Development*. (T-3).

2.6.2.2. Conduct and document an annual review of the Training Operating Instruction, Local Position Certification Guide, Initial Evaluation Checklist and Newcomer Indoctrination Program. (T-3). Submit completion of the review and recommended changes to the AFM and AOF/CC. Maintain a file copy of the review and changes in the AM Training Continuity Binder 1/TAB H until source documents are corrected. (T-3).

2.6.2.3. Ensure supervisors conduct and document initial training evaluations on newly assigned personnel within 60 calendar days (120 calendar days for Air Reserve Components) of assignment. **(T-3)**.

2.6.2.4. Identify and forecast formal and supplemental training requirements. **(T-3)**. Coordinate scheduling through the appropriate channels, (e.g., AOF/CC, AFM, NAMO and Civilian Personnel Office). **(T-3)**.

2.6.2.5. Ensure all training requirements outlined in AFI 36-2670, 1C7X1 Career Field Education and Training Plan and this manual are documented in the individual's training records. **(T-3)**.

2.6.2.6. Provide military personnel training status codes to Unit Training Manager according to AFI 36-2670. **(T-3)**. Ensure codes accurately reflect personnel training status.

2.6.2.7. Participate in Airfield Operations Flight Training Review Board. **(T-3)**. Brief required agenda items according to AFMAN 13-204 Volume 1. **(T-3)**. Maintain Training Review Board minutes in Binder 2 for one year in accordance with [paragraph 8.2.13.2](#) **(T-3)**.

2.6.2.8. Use the Training Record Inspection Checklist, (found on the AFFSA/XA SharePoint®) to conduct monthly training records inspections for accuracy, completeness and standardization. **(T-3)**. Units may add local requirements as required. Document completion and results of the monthly training records inspection within the training record on AF Form 623A or electronic training record format equivalent. **(T-3)**. For individuals with a paper training record, maintain the completed Training Record Inspection Checklist in Tab F for one year. **(T-3)**. Brief results of training record inspections at the Training Review Board. **(T-3)**.

2.6.2.9. Ensure all personnel subject to mobility are trained and qualified to meet deployment requirements. **(T-3)**. Document mobility training on AF Form 1098, *Special Task Certification and Recurring Training* or electronic training record format equivalent. **(T-3)**. (Not applicable for AM Contract locations). For individuals with a paper training record, maintain the AF Form 1098 in Tab D. **(T-3)**. Exception: Mobility training requirements may be maintained electronically or in another location, e.g. unit deployment managers file system. Use the DD Form 2861, *Cross-Reference* or a MFR to identify location. **(T-3)**.

2.6.2.10. Attend unit on-the-job meetings to remain current on training policies and procedures as determined locally. **(T-3)**.

2.6.2.11. Submit AF Form 2096, *Classification/On-The-Job Training Action*, in accordance with AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* for required training actions (e.g. award of a skill-level and/or Special Experience Identifier). **(T-3)**. Upon notification of approval, have individual ensure personnel record is updated and document on the AF Form 623A or electronic training record format equivalent. **(T-3)**.

2.6.2.12. Submit eligible personnel for award of appropriate Specialty Experience Identifier within 90 calendar days of completion of the mandatory prerequisites outlined in the Air Force Enlisted Classification Directory. **(T-2)**. Obtain AFM approval in writing (AF Form 2096) prior to forwarding request for the award of Specialty Experience Identifier to the Unit Training Manager. **(T-3)**. Upon notification of approval, have individual ensure personnel record is updated and document on the AF Form 623A or electronic training record format equivalent. **(T-3)**.

**2.6.2.13. Qualification/Upgrade Training.**

2.6.2.13.1. Ensure trainers use PCGs to conduct qualification/upgrade training. **(T-3)**.

2.6.2.13.2. Ensure personnel start/complete position qualification training according to individual skill level and position eligibility. **(T-2)**. Ensure all required training items are properly documented and certified.

2.6.2.13.3. Ensure personnel who complete all upgrade training requirements are approved in writing (AF Form 623A entry or electronic training record format equivalent) by the supervisor and AFM prior to submitting the AF Form 2096 for upgrade to the Unit Training Manager. **(T-3)**.

2.6.2.13.4. Ensure eligible personnel are entered into and complete the appropriate skill-level upgrade and PCG training according to specified time limits. **(T-2)**.

2.6.2.14. Appoint trainers and certifiers based on skill qualifications with the assistance of the Unit Training Manager and ensure trainers and certifiers meet all requirements in accordance with AFI 36-2670. **(T-2)**. Maintain a current copy of trainers and task certifiers' appointment letter. **(T-3)**.

2.6.2.15. Ensure Supervisors/trainers identify and document on an AF Form 623A or electronic training record format equivalent, trainees not progressing satisfactorily as "Experiencing Difficulty In Training" (EDIT) and corrective actions taken. **(T-3)**. NOTE: For DoD civilian personnel experiencing difficulty in training, a Performance Improvement Plan can be established. Contact Civilian Personnel Flight for guidance on developing a Performance Improvement Plan.

2.6.2.15.1. Ensure weekly evaluations are conducted on personnel in EDIT status. **(T-3)**. NOTE: The trainee, supervisor/trainer, NAMT, AFM, and AOF/CC must review and sign EDIT training evaluations. **(T-3)**.

2.6.2.15.2. Ensure supervisor/trainer document on AF Form 623A or electronic training record format equivalent when a trainee is no longer in EDIT status. **(T-3)**.

2.6.2.16. Join the AFFSA/XA SharePoint® website to access current products (e.g., computer-based training and PCGs) and messages. **(T-3)**.

2.6.2.17. Ensure supervisors and trainees are trained on the use of the current Air Force electronic training record system to effectively and accurately document AM training. **(T-3)**.

2.6.2.18. Ensure all 1C7X1 and DoD AM civilian personnel obtain an Air Force electronic training record account. **(T-3)**. NOTE: Temporary hire civilian personnel will maintain paper training records. **(T-3)**.

2.6.2.19. Maintain a Training Continuity Binders in accordance with [paragraph 8.2.13](#) **(T-3)**.

2.6.2.20. Conduct an annual self-assessment of AM functions and services using the Self-Assessment Communicators loaded into Management Internal Control Toolset. **(T-3)**.

**2.7. Contracting Officer Representative (COR) Role.** (AM contracted locations). Works directly for the AOF/CC. Serve as technical expert on AM duties and responsibilities. NOTE: AM Contracting Officer Representative personnel will not be assigned duties conflicting with primary duties. **(T-3)**. (Not applicable for AFR locations)

**2.7.1. Minimum Qualification and Training Requirements.**

2.7.1.1. Military personnel selected to fill the COR position must:

2.7.1.1.1. Hold Air Force Specialty Code 1C771. **(T-2)**.

2.7.1.1.2. Possess Specialty Experience Identifier 368. **(T-2)**.

2.7.1.2. AOF/CC and/or local hiring authorities must ensure DoD civilians already possess a Air Force Airfield Manager position certification and training credentials determined by local Contracting Office. **(T-2)**.

2.7.1.3. The following training requirements must be completed for position qualification:

2.7.1.3.1. Appropriate Quality Assurance Program Coordinator training in accordance with AFI 63-138, *Acquisition of Services*. **(T-3)**.

2.7.1.3.2. Airfield Manager PCG. **(T-3)**.

2.7.1.3.3. Airfield Criteria, Airfield Inspection and Maintenance, Wildlife Hazard Management, Airfield Driving and Airfield Management Contingency Operations computer-based training. **(T-2)**. NOTE: Completion of Airfield Management Contingency computer-based training is required for DoD civilian who elect to deploy.

2.7.1.3.4. Advanced Airfield Manager Course. **(T-2)**.

**2.7.2. COR Key Responsibilities.**

2.7.2.1. Uses a MAJCOM or AFFSA approved performance work statement to monitor, evaluate and certify contractor performance and compliance in accordance with AFI 63-138.

2.7.2.2. Evaluates and documents contractor's performance in accordance with the Quality Assurance Surveillance Plan.

2.7.2.3. Maintains surveillance documentation.

2.7.2.4. Notifies the Contracting Officer of any significant performance deficiencies.

2.7.2.5. Recommends improvements to the Performance Work Statement throughout the life of the contract.

## **2.8. Airfield Management Shift Lead (AMSL)/ Airfield Operations Supervisor (AMOS) Role.**

### **2.8.1. Minimum Qualification and Training Requirements.**

2.8.1.1. Military personnel selected to fill the AMOS / AMSL position must:

2.8.1.1.1. Previously been awarded Special Experience Identifier 154. **(T-2).**

2.8.1.1.2. Hold Air Force Specialty Code 1C751 (Airfield Management Journeyman), as a minimum. **(T-2).** NOTE: In accordance with AFH 36-2618, *The Enlisted Force Structure*, Airmen will not use "Supervisor" in the duty title unless they are at least a SrA, graduated Airmen Leadership School, and supervise the work of others. For Airmen who do not meet AFH 36-2618 requirements, use "AMSL" as a duty title. For the purpose of this manual, the duty title and responsibilities of the AMSL and AMOS are interchangeable for military personnel.

2.8.1.1.3. Possess Special Experience Identifier 155. **(T-2).**

2.8.1.2. AOF/CC and/or local hiring authorities must ensure DoD civilian and contract candidates meet the following criteria:

2.8.1.2.1. Have at least 3 years of experience executing AMSL duties and responsibilities outline in [paragraph 2.8.2](#) **(T-2).**

2.8.1.2.2. Complete local qualification training and AMSL/AMOS PCG (*if not previously completed*) within 6 months, 5-level task items identified in the 1C7X1 Career Field Education and Training Plan (*if not previously completed*) within 12 months of employment start date. **(T-2).**

2.8.1.3. The following training requirements must be completed for position qualification:

2.8.1.3.1. Airfield Management Operations Shift Lead/Supervisor PCG. **(T-2).**

2.8.1.3.2. Airfield Criteria, Airfield Inspection and Maintenance, Wildlife Hazard Management, Airfield Driving and Airfield Management Contingency Operations computer-based training. **(T-2).** NOTE: Completion of Airfield Management Contingency computer-based training is required for DoD civilians who elect to deploy.

2.8.1.3.3. Local Qualification Training (AF Form 797 or electronic training record format equivalent). **(T-3).** NOTE: DoD civilians and contractors must complete within 6 months of employment start date. **(T-3).**

2.8.1.4. Completion of the following courses are highly recommended for an AMSL/AMOS. See [Attachment 1](#) for a description of each course.

2.8.1.4.1. American Association of Airport Executives Basic Airport Safety and Operations Specialist School.

2.8.1.4.2. American Association of Airport Executives Advanced Airport Safety and Operations Specialist School.

**2.8.2. AMSL/AMOS Key Responsibilities.** AMSL/AMOS will:

2.8.2.1. Maintain situational awareness of airfield activities and overall responsibility for AM section while on duty. **(T-3).**

2.8.2.2. Serve as the representative for the AFM during emergency response situations and during AFM's non-duty hours. **(T-3).**

2.8.2.3. Assess airfield operations/situations, determine operational requirements and impose airfield restrictions as needed (e.g., closing/suspending operations on aprons, taxiways and runways). **(T-3).**

2.8.2.4. Brief AM personnel on emergency and operational activities. **(T-3).**

2.8.2.5. Conduct and document a shift change briefing prior to signing off-duty. **(T-3).**

2.8.2.6. Conduct airfield inspections and checks as outlined in **Chapter 5**. **(T-3).**

2.8.2.7. Perform Airfield Management Operations Coordinator (AMOC) duties as required to support airfield/flying operations. **(T-3).**

**2.9. Airfield Management Operations Coordinator (AMOC).**

**2.9.1. Qualifications.**

2.9.1.1. Military personnel must hold Air Force Specialty Code 1C731 (Airfield Management Apprentice), as a minimum. **(T-2).**

2.9.1.2. Possess Special Experience Identifier 154. **(T-2).**

**2.9.2. The following training requirements must be completed for position qualification:**

2.9.2.1. Airfield Management Operations Coordinator PCG. **(T-2).**

2.9.2.2. Airfield Criteria, Airfield Inspection and Maintenance, Wildlife Hazard Management, Airfield Driving and Airfield Management Contingency Operations computer-based training. **(T-2).** NOTE: Completion of Airfield Management Contingency computer-based training is required for DoD civilians who elect to deploy.

2.9.2.3. Local Qualification Training (AF Form 797 or electronic training record format equivalent). **(T-3).**

**2.9.3. Completion of the following courses are highly recommended for an AMOC. See **Attachment 1** for a description of each course.**

2.9.3.1. American Association of Airport Executives Basic Airport Safety and Operations Specialist School.

2.9.3.2. American Association of Airport Executives Advanced Airport Safety and Operations Specialist School.

**2.9.4. AMOC Key Responsibilities.** AMOC will:

2.9.4.1. Monitor and coordinate airfield and aircraft activities. **(T-3).**

2.9.4.2. Conduct airfield checks as outlined in **Chapter 5**. **(T-3).**

- 2.9.4.3. Process flight plans and other air traffic related data through the national and international air traffic systems. **(T-3).**
- 2.9.4.4. Provide flight following services and initiate appropriate actions when aircraft are overdue. **(T-3).**
- 2.9.4.5. Maintain and process NOTAMs. **(T-3).**
- 2.9.4.6. Maintain a record of daily events on AF Form 3616 or suitable substitute. **(T-3).**
- 2.9.4.7. Execute Operating Instructions and Quick Reaction Checklists necessary to perform AM duties and responds to situations requiring immediate action. **(T-3).**
- 2.9.4.8. Provide transient aircrew and aircraft support to include processing PPR requests; coordinating parking areas; receiving, storing and issuing classified material; and coordinating aircrew transportation. **(T-3).**
- 2.9.4.9. Provide briefings to base and transient aircrews on relevant airfield operations and restrictions. **(T-3).**
- 2.9.4.10. Maintain the flight planning room equipment, maps, displays and publications. **(T-3).**

## Chapter 3

### AIRFIELD MANAGEMENT FACILITY STAFFING

**3.1. Manpower Requirements.** Manpower requirements supporting a wing/base level AM function are outlined in 13E1 Capabilities-Based Manpower Determinant.

**3.2. Airfield Management Operations Section Staffing.**

3.2.1. During airfield operating hours, at least two qualified AM personnel will be on duty to support flying operations and airfield activities (e.g., snow removal operations, RCR/RSC checks, airfield inspections, aircraft emergencies, and Bird/Aircraft Strike Hazard/Wildlife responses). **(T-2)**. At least one individual must be a qualified AMSL/AMOS or hold a higher position qualification. **(T-2)**. The second individual must be a qualified AMOC or hold a higher position qualification. **(T-2)**. EXCEPTION: Units at locations (normally shared-use airfields) where AM does not have operational responsibility for the runway(s), are authorized to have one qualified AMSL/AMOS or higher position qualification on duty as workload permits.

3.2.2. The AOF/CC is delegated the authority to temporarily reduce the AM shift staffing requirement to one qualified AMSL/AMOS on duty during mid shifts, low flying periods, airfield quiet hours due to personnel deployments/TDYS/quarters/convalescent leave, federal holidays and wing/base down days. Reduced manning approval must be documented in a MFR. **(T-2)**. NOTE: Reduced staffing MFR must not exceed 6 consecutive months without MAJCOM review/validation to ensure reduced staffing is not being utilized as a permanent manpower fix action. **(T-2)**. This paragraph does not apply to contract and AFR locations. The AOF/CC must:

3.2.2.1. Include a risk assessment as a part of the decision process to reduce AM position staffing. **(T-3)**. Attach the risk assessment results to the Reduced Staffing MFR. (See AFI 90-802, *Risk Management*) **(T-3)**.

3.2.2.2. Include procedures in the Reduced Staffing MFR to identify qualified personnel on telephone standby to recall for emergency situations or increased workload. **(T-3)**.

3.2.2.3. Provide OG/CC and MAJCOM an informational copy of the Reduced Staffing MFR. **(T-2)**.

3.2.2.4. Ensure telephone standby procedures are available in the AM section to immediately recall qualified personnel for emergency situations or increased workload. **(T-3)**.



## Chapter 4

### AIRFIELD MANAGEMENT FACILITIES AND EQUIPMENT

**4.1. Airfield Management Facilities.** AM facilities are comprised of AM staff offices, AM section, flight planning room and aircrew lounge. Additional workspace may be required to support other key AM programs such as airfield drivers classroom training, classified storage, bird/aircraft strike hazard/wildlife equipment/munitions storage, and flight information publications/navigational Services.

4.1.1. Location. All facility requirements must be located in the same building (e.g., Base Operations or Airfield Operations Complex) and within the immediate vicinity of the airfield. **(T-3).**

4.1.2. Hours of Operation. The AFM will publish airfield operating hours in the Flight Information Publication when less than 24 hours a day, 7 days a week. **(T-1).**

4.1.3. A normal shift should be 8 hours and not exceed 12 hours (not including time for shift changes) without AOF/CC approval. (Not applicable for AFR locations)

**4.2. Airfield Management Section.** This section is primarily responsible for coordinating airfield activities that may affect flying operations such as airfield construction and repair projects, apron, taxiway and runway closures, quiet hours, and snow and ice removal. AM section also provides flight-planning guidance to base and transient aircrews. The AM section must contain the following:

4.2.1. Telecommunications or computer equipment capable of processing flight plan data and other flight movement messages. **(T-3).** The NAMO will develop backup procedures such as a Letter of Agreement with another AM section or DoD Base Operations/Flight Planning Facility to process flight plans and aircraft movement messages. **(T-3).**

4.2.2. **Console Configuration.** The console must be configured with suitable direct voice line communications to the Control Tower, Radar Approach Control or Ground Control Approach facility, Air Route Traffic Control Center, Host and Tenant flying units, Command Post, Fire Department, Security Forces, Transient Alert, Maintenance Operations Control Center and additional administrative lines to make/receive DSN, local and long distance phone calls. **(T-3).** The console must also include the following:

4.2.2.1. **Recording Device.** A recording device for communication between the AM section and Control Tower, Radar Approach Control or Ground Control Approach facility, Command Post, Fire Department, Security Forces, Pilot-to-Dispatch/Ramp Net Radio, Secondary Crash Net and any telephone lines or radio frequencies on which flight plans can be filed, revised or cancelled. **(T-3).**

4.2.2.1.1. Units may use telephone lines/radios recorded by other agencies to meet this requirement when a Letter of Agreement is developed to grant the AFM, DAFM and NAMO access to tapes/recordings as needed.

4.2.2.1.2. The Letter of Agreement must include disposition procedures of tapes according to the Air Force RDS in AFRIMS. **(T-3).**

4.2.2.2. **Primary Crash Alarm System.** AM section must have Dual extensions of the Primary Crash Alarm System. **(T-3).**

4.2.2.3. **Secondary Crash Net.** AM section must have Secondary Crash Net activation capability and an additional extension to provide immediate access by other personnel on-duty, monitoring and training purposes. **(T-2).**

4.2.2.3.1. All agencies on the Secondary Crash Net will be on lines dedicated to the dissemination of emergency information affecting airfield or aircraft operations. **(T-3).**

4.2.2.3.2. The Secondary Crash Net may be a separate telephone or integrated into a multi-line call center.

4.2.2.3.3. The telephone must have a visual feature which activates as each two-way party on the Secondary Crash Net picks up the handset. **(T-3).**

4.2.2.3.4. All agencies on the Secondary Crash Net must use a noise reduction feature such as push-to-talk handsets or mute function to filter out background noise. **(T-3).**

4.2.2.3.5. The Secondary Crash Net is limited to agencies requiring emergency action/response to aircraft incidents/mishaps. As a minimum, the Secondary Crash Net agencies must include:

4.2.2.3.5.1. Fire Department. **(T-3).**

4.2.2.3.5.2. Weather. **(T-3).**

4.2.2.3.5.3. CE Readiness. **(T-3).**

4.2.2.3.5.4. Hospital/Medical Treatment Facility. **(T-3).**

4.2.2.3.5.5. Command Post. **(T-3).**

4.2.2.3.5.6. CE. **(T-3).**

4.2.2.3.5.7. Security Forces. **(T-3).**

4.2.2.3.5.8. Maintenance Operations Control Center. **(T-3).**

4.2.2.3.5.9. Safety. **(T-3).**

4.2.2.3.6. Requests for additions/deletions (excluding those listed in [paragraph 4.2.2.3.5](#)) to Secondary Crash Net must be coordinated through the AFM and forwarded to the Operations Support Squadron Commander for approval/disapproval. **(T-3).** **NOTE:** The NAMO should determine talk back or listen only capability for approved additions as warranted in justification.

4.2.2.3.7. The AM section will test the Secondary Crash Net daily and backup procedures at least quarterly. **(T-3).** AM personnel will document test results on the AF Form 3616 or suitable substitute. **(T-3).**

4.2.2.3.8. Unless testing, the AM section will only activate the Secondary Crash Net to relay emergency situations critical to the safety and security of airfield/flight operations. **(T-3).** Secondary Crash Net must be activated in support of the following emergency situations:

4.2.2.3.8.1. In-flight emergencies. **(T-3).**

4.2.2.3.8.2. Ground emergencies. **(T-3).**

4.2.2.3.8.3. Force protection condition levels. **(T-3).**

4.2.2.3.8.4. Disaster Response Force activations/recalls. **(T-3).**

4.2.2.3.8.5. Bomb threats or terrorist activities. **(T-3).**

4.2.2.3.8.6. As requested by the Emergency Operations Center Director to support the Installation Emergency Management Plan outlined in AFI 10-2501. **(T-3).** This document provides comprehensive guidance for emergency response to physical threats resulting from major accidents, natural disasters.

4.2.2.3.9. AM section is the primary activation authority of the Secondary Crash Net.

4.2.2.3.9.1. When mission requirements dictate, an additional Secondary Crash Net may be installed/activated by another agency provided a Letter of Agreement exists between AM and the other agency.

4.2.2.3.9.2. Operating procedures will be clear, concise on whom the activation authority is, and when the Secondary Crash Net is used. **(T-3).**

4.2.2.3.9.3. Regardless of activation authority, the Secondary Crash Net will be operated and maintained in accordance with this manual. **(T-3).**

4.2.3. **Ultra High Frequency.** An Ultra High Frequency radio transceiver for pilot-to-dispatch. **(T-3).** **NOTE:** A Very High Frequency radio should be installed to support local requirements.

4.2.4. **Base Station Radio/Hand-Held Land Mobile Radio.** A base station radio and additional hand-held land mobile radios to communicate with the following agencies, as required:

4.2.4.1. CE Readiness and/or Disaster Response Force personnel. **(T-3).**

4.2.4.2. Barrier Maintenance. **(T-3).**

4.2.4.3. Airfield Lighting. **(T-3).**

4.2.4.4. Airfield Sweeper. **(T-3).**

4.2.4.5. Fire Department. **(T-3).**

4.2.4.6. Snow Control Center. **(T-3).**

4.2.4.7. Control Tower. **(T-3).**

4.2.4.8. Transient Alert. **(T-3).**

4.2.4.9. OG/CC. **(T-3).**

4.2.4.10. Airfield construction project manager as required. **(T-3).**

4.2.4.11. Security Forces. **(T-3).**

4.2.4.12. Aircraft Maintenance. **(T-3).**

4.2.5. **Personal Computer.** A personal computer with Internet capability, dual screen monitors and printer, to process DoD NOTAM, access the Airfield Suitability and Restrictions Report, and electronic publication/form sites (e.g., DoD, Air Force, FAA, and UFC). **(T-3).**

4.2.6. **Generator.** An auto-start generator to provide backup power for facility lighting and AM section equipment, to include flight planning equipment, crash alarm system, radios, and telephones. **(T-3).**

4.2.7. **Classified Storage Container.** An approved classified storage container or a LOP coordinated with the agency providing temporary storage of transient aircrew classified materials up to and including SECRET on file in the AM section. **(T-3).** Command Post normally provides temporary storage of TOP SECRET material for transient aircrews.

**4.3. Flight Planning Room.** The Flight Planning Room must be located near the AM section, separated from other work areas and suitable for aircrew mission planning. **(T-3).** The Flight Planning Room must contain the following:

4.3.1. Well-lighted areas with suitable tables and chairs. **(T-3).**

4.3.2. Both Common Access Card (CAC) and non-CAC access to a personal computer and printer with internet capability to access the DoD NOTAM System, Airfield Suitability and Restrictions Report, and Air Force Electronic Publishing Products (e.g., Electronic Publications and Forms) websites as a minimum. **(T-3).** The personal computer may also contain Air Force/MAJCOM-approved and certified mission planning software (e.g., Portable Flight Planning System).

4.3.3. At least one telephone with DSN and off-base dialing capability. **(T-3).**

4.3.4. Diagrams and charts of sufficient size and scale to support aircrew flight/mission planning. **(T-3).** Diagrams and charts must also be current, accurate, include OPR and currency date. **(T-3).**

4.3.5. Large-scale airfield diagram (or electronic equivalent) which shall depict the following at a minimum:

4.3.5.1. Runways and gradients. (Include runway length, width and overrun) **(T-3).**

4.3.5.2. Taxiways with designations. **(T-3).**

4.3.5.3. Aircraft parking apron with designations. **(T-3).**

4.3.5.4. Arming and de-arming, hot brake and hydrazine areas. **(T-3).**

4.3.5.5. Aircraft arresting systems (types/location). **(T-3).**

4.3.5.6. Hazardous cargo loading/unloading areas. **(T-3).**

4.3.5.7. Location and description of VFR and Instrument "INST" hold position signs and markings. **(T-3).**

4.3.5.8. Inertial Navigation System checkpoint coordinates for aircraft parking spots, engine run-up areas, and taxiway/apron holding positions as required by assigned aircraft. **(T-3).** Inertial Navigation System checkpoint may be displayed separately.

4.3.5.9. Location of AM (normally inside the Base Operations Building), Control Tower, Fire Department, and Transient Alert. **(T-3).**

4.3.5.10. Other information needed for the safe and expeditious handling of aircraft. **(T-3).**

4.3.5.11. Display runway distances from appropriate taxiways to runway ends at those airfields where intersection departures are permitted. **(T-3).** NOTE: The large-scale diagram information can be depicted on more than one diagram or electronic equivalent provided all required items are displayed.

4.3.5.12. Include a legend to illustrate symbols used. **(T-3).**

4.3.6. A chart, map or computer generated illustration developed in collaboration with Safety depicting local bird/wildlife hazards on the airfield and surrounding areas. **(T-3).**

4.3.7. Current publications, charts and forms (or electronic equivalent) to support aircrew flight/mission planning. **(T-3).**

4.3.8. Display of the following forms prominently: NOTE: Forms may be maintained electronically when a message is prominently displayed identifying the location and availability.

4.3.8.1. AF Form 651, *Hazardous Air Traffic Report*. **(T-3).**

4.3.8.2. AF Form 457, *US Air Force Hazard Report*. **(T-3).**

4.3.8.3. Customer Quality Feedback Questionnaire or electronic equivalent. **(T-3).**

4.3.8.4. AF Form 853, *Air Force Wildlife Strike Report*. **(T-3).**

**4.4. Airfield Status Display.** As a minimum, the AM section must prominently display the following information: **NOTE:** Airfield status displays must show current information and date/time (in Zulu, i.e. Universal Coordinated Time) last updated. **(T-3).**

4.4.1. Active runway(s). **(T-3).**

4.4.2. Bird Watch Condition. **(T-3).**

4.4.3. RSC/RCR. **(T-3).**

4.4.4. Airfield construction areas/status and any revised taxi routes/restrictions. **(T-3).**

**4.5. Aircrew Lounge.** Furnished and equip the aircrew lounge with a telephone (DSN, off-base dialing capability) and comfortable seating for aircrews awaiting aircraft servicing or departure. **(T-3).** The aircrew lounge may be collocated with the flight planning room.

**4.6. Emergency Response Vehicle.**

4.6.1. AM must be equipped with a 6-passenger, 4x4 emergency response vehicle(s) to allow for year-round (snow/rain) inspection and response to in-field and perimeter areas. **(T-3).** NOTE: Include towing package for northern tier bases, if applicable. The vehicle must be dedicated to AM for airfield responses such as in-flight emergency/ground emergency, aircraft mishaps, airfield inspections/checks, airfield construction and Bird/Aircraft Strike Hazard responses. **(T-3).** The vehicle must be capable of carrying additional passengers for monthly inspections and waiver reviews. (e.g., Sport Utility Vehicle, 4-door pickup). **(T-3).**

4.6.1.1. Vehicle(s) must be marked and lighted as specified in Technical Order 36-1-191, Technical and Managerial Reference for Motor Vehicle Maintenance. **(T-3).**

4.6.1.2. Vehicle(s) must be equipped with a base station radio and/or a tunable multi-channel Ultra High Frequency/ Very High Frequency radio to conduct two-way communications with other agencies (e.g., CE Readiness response forces, airfield lighting, barrier maintenance, control tower, and transient alert) and monitor aircraft operations such as in-flight/ground emergencies. **(T-3).**

4.6.2. Additional vehicle(s) may be required to support special events (e.g., airshow, open house, and civil fly-in), multiple runway operations, snow removal operations, auxiliary airfields inspections/checks and joint inspections. If an additional support vehicle is required, it should include the same specifications as outlined in 4.6.1.

4.6.3. Vehicles used to conduct airfield friction tests must meet the minimum requirements outlined in Technical Order 33-1-23. **(T-3).**

#### **4.7. Night Vision Devices.**

4.7.1. Night vision devices may be used by AM to aid in conducting airfield inspections/checks and airfield surveillance during periods of reduced airfield lighting configurations.

4.7.2. Night Vision Devices must be at least Generation III type and must be affixed to a head strap (i.e. AN/PVS-7/D). **(T-3).**

4.7.3. AM personnel will conduct and document training on proper use. **(T-3).**

#### **4.8. Airfield Management Alternate Facility Equipment.** The NAMO will

4.8.1. Designate an alternate facility in the event of an evacuation. **(T-3).**

4.8.2. Maintain an evacuation kit. **(T-3).** NAMO should review and update the kit at least quarterly. Include the following items:

4.8.2.1. Office supplies (e.g., paper, pencils, and binders). **(T-3).**

4.8.2.2. Current Recall Roster, Operating Instructions, Quick Reaction Checklists, Flight Information Publications for the local area, forms (Air Force, MAJCOM, local), equipment (hand-held radio and laptop). **(T-3).**

4.8.2.3. A government cellular telephone to communicate with AM section and Base Support Agencies is highly recommended.

4.8.3. Ensure the designated alternate facility includes the following:

4.8.3.1. Administrative lines to make/receive DSN, local and long distance calls. **(T-3).**

4.8.3.2. The capability to receive/file flight plans, process and track inbound/outbound flight movement messages with Air Route Traffic Control Center, Flight Service Station or other flight planning facilities. **(T-3).**

#### **4.9. Additional Authorized Equipment.** Appropriate to assigned mission functions, an AM section should be equipped with the following equipment:

4.9.1. Wi-Fi connection.

- 4.9.2. Digital airfield inspection tool.
- 4.9.3. Laser range finder.
- 4.9.4. IPAD or Tablet.
- 4.9.5. Measuring wheel.
- 4.9.6. Digital camera.
- 4.9.7. Binoculars.
- 4.9.8. Traffic cones.
- 4.9.9. Infrared light sticks.
- 4.9.10. Laptops.
- 4.9.11. Shredder.
- 4.9.12. First aid kit.
- 4.9.13. Pelican case.
- 4.9.14. Friction measuring equipment.
- 4.9.15. Global Positioning System (GPS).
- 4.9.16. Pyrotechnics.

## Chapter 5

### AIRFIELD INSPECTIONS AND CHECKS

**5.1. Airfield Inspection.** Airfield inspections are conducted by qualified AM personnel (e.g. AFM, DAFM, NAMO, AMOS and AMSL) to provide a safe operational environment (e.g., airfield markings, signs, lighting, and obstacle clearances) for aircraft operations. At a minimum, one airfield inspection must be conducted per duty day. **(T-1).** Exception: An airfield check can be conducted in lieu of an inspection when AM is published closed and is called in from telephone standby to reopen the runway in support of in-flight/ground emergency or to launch/recover aircraft on an unscheduled mission.

5.1.1. Personnel performing an airfield inspection must be trained and certified and so documented in individual's training record. **(T-2).** AM personnel must have an operational understanding of the following:

5.1.1.1. Obstacle clearance criteria and airfield waiver program. **(T-2).** Must know distance requirements for obstacles (fixed/mobile) in relation to imaginary surfaces, runways, taxiways and parking aprons. (Reference UFC 3-260-01). **(T-2).**

5.1.1.2. Standards for airfield signs and lighting systems. (Reference UFC 3-535-01). **(T-2).**

5.1.1.3. Standards for Radar, Airfield and Weather Systems. (Reference UFC 3-260-01 and Aeronautical Information Manual) **(T-2).**

5.1.1.4. Aircraft restrictions (e.g., weight-bearing, engine-run, wing-tip, and taxi) published in Flight Information Publication, Airfield Operations Instruction and Airfield Pavement Report. (Reference AFMAN 32-1041, *Pavement Evaluation Program* and AFMAN 11-218, *Aircraft Operations and Movement on the Ground.*) **(T-2).**

5.1.1.5. Snow and ice control removal requirements to include priorities, berm heights and Navigational Aids. **(T-2).**

5.1.1.6. Bird/Wildlife hazard management to include bird watch conditions, attractants, passive/active control measures, local species identification and surveys. (Reference AFI 91-202 and AFI 91-212) **(T-2).**

5.1.1.7. Standards for airfield markings. (Reference UFC 3-260-04 and AFMAN 32-1040) **(T-2).**

5.1.1.8. Standards for airfield pavement conditions, distresses and corrective actions. (Reference Tri-Service Pavement Working Group Manual 3-260-02.09-2, *Contingency Airfield Pavement Specifications* and AFMAN 32-1041) **(T-2).**

5.1.1.9. Standards for aircraft arresting systems. (Reference AFMAN 32-1040 and FAA Advisory Circular 150/5220-9, *Aircraft Arresting Systems on Civil Airports.*) **(T-2).**

5.1.1.10. Airfield construction safety guidelines. (Reference UFC 3-260-01, Appendix B, section 14.) **(T-2).**



5.1.2. At a minimum, AM personnel must inspect the following items for safety and compliance:

**5.1.2.1. Obstacles and Obstructions.**

5.1.2.1.1. Inspect airfield for obstacles and obstructions potentially violating airfield imaginary surface criteria, such as construction activities (e.g., cranes and drilling rigs), tree growth, dirt/snow piles, and sand bag bunkers. **(T-2).**

5.1.2.1.2. Inspect runway, taxiway and apron lateral clearance areas for violations (fixed or mobile). **(T-2).**

**5.1.2.2. Construction Areas.**

5.1.2.2.1. Inspect construction areas for safety and compliance. **(T-2).**

5.1.2.2.2. Construction Barricades. Ensure construction barricades are properly positioned to define the limits of construction and hazardous areas and, if barricades are lighted, check to verify lights are working properly and are positioned correctly. **(T-2).**

5.1.2.2.3. Stockpiled Materials. Ensure stockpiled material and construction materials are properly stored to keep them from being moved by wind, jet blast, or prop wash. **(T-2).**

5.1.2.2.4. Inspect construction areas for confusing or missing signs, markings or lighting which could potentially mislead pilots or vehicle drivers on the airfield. **(T-2).**

5.1.2.2.5. Equipment Parking. Determine if construction equipment (such as bulldozers and cranes) are marked, lighted and parked in designated areas. **(T-2).**

5.1.2.2.6. Ensure debris and foreign objects are continuously being picked up around construction areas. **(T-2).**

**5.1.2.3. Airfield Markings.** Inspect airfield markings for peeling, chipping, fading and obscurity due to rubber buildup. **(T-2).**

**5.1.2.4. Airfield Signs.** Inspect airfield signs for correct background and legend colors, easy to read, not obscured by vegetation, dirt or snow, frangible mounted and illuminated if required for night or Instrument Meteorological Conditions operations. **(T-2).**

**5.1.2.5. Airfield Lighting.**

5.1.2.5.1. Inspect airfield lighting systems to ensure they are frangible mounted and frangible devices are not more than 3 inches above the finished surface of the foundation. **(T-2).** Drop-off at edge of foundations are to be flush with grade, but are allowed to erode to not more than a 3-inch drop-off before maintenance action is required. **(T-2).**

5.1.2.5.2. Ensure lighting systems are not obscured. **(T-2).**

#### 5.1.2.6. Pavement Areas.

5.1.2.6.1. Inspect pavement areas for conditions causing ponding, obscuring markings, attracting wildlife or otherwise impairing safe aircraft operations (e.g., scaling, spalling, cracks, holes, bumps, low spots, rubber deposits, and vegetation growth). (T-2).

5.1.2.6.2. Inspect pavement areas for loose aggregate or other foreign objects and contaminants. Ensure foreign objects and contaminants are removed promptly. (T-2).

5.1.2.6.3. The Asphalt Surfaced Airfields Pavement Condition Index Manual can be used to determine the severity of pavement conditions and priority for repair.

#### 5.1.2.7. Aircraft Arresting Systems.

5.1.2.7.1. Inspect aircraft arresting systems for noticeable conditions potentially compromising system's operation (e.g., loose cable, improper doughnut spacing, broken rope ties, pavement erosion beneath the cable/pendant height). (T-2). If an unsafe condition exists, notify CE or Fire Department, Command Post and Air Traffic Control facilities. (T-2). Suspend runway operations until condition is corrected. (T-2). (See [Chapter 6](#) for additional information).

5.1.2.7.2. Ensure system is sited and installed according to AFMAN 32-1040, FC 3-260-18F or Advisory Circular 150/5220-9. (T-2).

5.1.3. **Airfield Inspection Techniques.** A varied inspection pattern is preferred to avoid complacency and the possibility of missing items requiring correction. When conducting an inspection on a runway and time only permits one pass on the runway, individuals should drive towards the direction of landing aircraft to see approaching aircraft and improve visibility of vehicle to pilots. However, it is highly recommended for runway inspection be done in both directions.

**5.2. Airfield Check.** An airfield check is not a substitute for the required daily airfield inspection (except as noted in [paragraph 5.1](#)).

5.2.1. All personnel performing an airfield check must be certified in individual training record. (T-2). Additionally, personnel must have completed the Airfield Inspection and Maintenance, Airfield Criteria and Wildlife Hazard Management computer-based training and have an operational understanding of items in [paragraphs 5.1.5.1 - 5.1.5.10](#) (T-2).

5.2.2. As a minimum, AM personnel must conduct and document an airfield check to examine the primary takeoff, landing and taxi surfaces in support of:

5.2.2.1. Inflight/Ground Emergency. (T-3). The Airfield Operations Instruction must clarify when local policy does not require a physical response by AM personnel to inflight/ground emergencies or if it is a "Supervisor of Flying call". (T-3). Document all "Supervisor of Flying calls" and inflight/ground emergencies responses to the airfield on the AF Form 3616 or suitable substitute. (T-3).

5.2.2.2. RSC and RCR determination. (T-3).

5.2.2.3. Wide body/heavy aircraft (e.g., B-52, B-747, C-17, C-5, and KC-10) arrivals and departures as required by Airfield Operations Instruction. (T-3).

#### 5.2.2.4. Night Vision Device Operations. (T-3).

5.2.2.4.1. Prior to night vision device operations, conduct an airfield check of the designated runway, taxi routes and IR lighting configuration.

5.2.2.4.2. Document and report discrepancies immediately.

5.2.2.4.3. As a minimum, notify control tower, command post, AFM, AOF/CC and supervisor of flying if night vision devices operations are suspended due to unsafe or hazardous condition.

5.2.2.5. Other events, such as unauthorized aircraft landings, severe weather, airfield driving violations, checks of construction areas, natural disaster (e.g., tornado, typhoon, and earthquake) to check for unsafe airfield conditions. (T-3).

5.2.3. Conduct and document an airfield check before the start of wing flying activities each duty day and as required throughout the duty day to identify, document and report FOD, Bird/Aircraft Strike Hazard/Habitat control, ponding or other discrepancies for correction. (T-2). NOTE: Completion of the daily airfield inspection before the start of wing flying activities satisfies this requirement. Documentation of Bird/Aircraft Strike Hazard/wildlife responses must include Bird Watch Condition, time of activity, weather conditions, location of activity, species, estimated number of birds/animals and dispersal method used. (T-3).

5.2.4. Conduct and document a daily lighting serviceability and marking retro-reflectivity check preferable between sunset and sunrise or during hours of reduced visibility. (T-2). NOTE: For bases not open 24/7, during months when the airfield opens after sunrise and closes before sunset, accomplish lighting checks (raised lights to the highest step) during the duty day. (T-3).

5.2.4.1. Check the operation of airfield lighting systems, to include the different intensity levels (Steps 1-5), as applicable. (T-2).

5.2.4.2. Check the operation of lighting systems protecting Instrument Critical Areas and Traffic Control Light Systems at the intersection of runways and taxiways. (T-2).

5.2.4.3. Check the retro-reflective characteristics (reflect light back to the source) of runway and taxiway markings. (T-2).

5.2.5. CE airfield lighting personnel may perform the lighting check when AM section is unable to gain access due to system location such as on water. Ensure these procedures are included in a Letter of Procedure or incorporated in the Airfield Operations Instruction. (T-3).

### 5.3. Airfield Inspections and Checks reporting and documentation. AM personnel must:

5.3.1. Use a MAJCOM or locally developed airfield inspection checklist and diagram or electronic equivalent (i.e. web-based program, etc.). (T-3).

5.3.2. Document discrepancies and/or hazards identified during an airfield inspection and check on the airfield inspection checklist/AF Form 3616, or electronic equivalent (i.e. web-based program, etc.). equivalents, and report to the appropriate agency for correction. (T-3). NOTE: A separate checklist may be used to conduct and document the results of an airfield check. Regardless of the checklist used, maintain documentation in accordance with Air Force RDS, Table 33-46, Rule 31.00. (T-3).

5.3.3. Send NOTAMs for airfield discrepancies and/or hazards, as required. **(T-3)**.

5.3.4. Maintain a file copy of the completed airfield inspection checklist and diagram or electronic equivalents in accordance with Air Force RDS, Table 33-46, Rule 31.00. **(T-3)**.

#### **5.4. Additional Airfield Inspections.**

5.4.1. A monthly joint airfield inspection comprised of representatives from AM (AFM or DAFM), AOF/CC, Terminal Instrument Procedures, Safety (flight and ground), (Supervisor of Flying (host/tenant), CE (waivers/pavements) and Security Forces is highly recommended.

5.4.2. Conduct and document an inspection with representatives from CE and Safety, before and after completion of any airfield construction, changes or additions to the flying mission or changes affecting existing aircraft parking/taxi procedures. **(T-3)**. Emphasis will be on mission impact of affected area(s) and necessary changes to the safety plan and the construction waiver. **(T-3)**.

5.4.3. The AFM, in conjunction with CE and Safety, will conduct the Annual Certification/Safety Inspection to evaluate the airfield's condition and compliance with Air Force airfield infrastructure and safety requirements. **(T-1)**.

5.4.3.1. The Airfield Certification and Safety Inspection Checklist, [Attachment 2](#), will be used to document violations and unsatisfactory conditions on the airfield. **(T-3)**. Representatives from Radar, Airfield and Weather Systems, Weather, Security Forces and Terminal Instrument Procedures are highly encouraged to participate and provide technical expertise in each functional area.

5.4.3.2. The AFM, in conjunction with CE, will determine appropriate airfield maintenance/construction projects needed to correct deficiencies and the prioritization. **(T-3)**. The AFM will provide CE with the inspection results. **(T-3)**.

5.4.3.3. The AFM, in conjunction with CE and Safety, will describe the risk control measures taken to minimize hazards. **(T-3)**. Risk control measures should include items such as NOTAMs, closure of unsafe areas or noncompliant portions of the airfield, and notify flying units of safety hazards and procedures.

5.4.3.4. All discrepancies will include work order or project numbers, estimated cost to repair/install and estimated completion date. **(T-3)**.

5.4.3.5. The AOF/CC will staff the inspection report for wing level review/coordination. **(T-3)**.

5.4.3.5.1. Results will be briefed at the first Airfield Operations Board meeting following completion of the inspection and maintained on file by the AFM in accordance with Air Force RDS, Table 33-46, Rule 31.00. **(T-3)**.

5.4.3.5.2. The staff package must contain the Airfield Certification/Safety Inspection checklist, appropriate airfield work orders and/or maintenance projects needed to correct deficiencies. **(T-3)**.

5.4.3.5.3. The OG/CC, Mission Support Group (MSG/CC), AFM, CE squadron representative and Wing Safety will review and coordinate on the staff package prior to Wing Commander's (WG/CC) coordination/endorsement. **(T-3)**.

5.4.3.5.4. Results shall be staffed to the WG/CC for signature and released to MAJCOM Airfield Operations staff for further dissemination. **(T-3)**. NOTE: At Joint Base Wings, the Mission Commander with Senior Airfield Authority may review, approve and endorse the staff package.

## Chapter 6

### AIRFIELD RESTRICTIONS AND CLOSURE PROCEDURES

**6.1. Airfield Restrictions.** At Air Force bases, joint or shared use airfields, overseas bases and associated airfields where the Air Force has senior airfield authority, Air Force AM personnel will, when appropriate impose the following operational airfield restrictions and closures below: NOTE: These procedures must be clearly defined in the AOI as appropriate. **(T-1).**

6.1.1. Close, suspend, and resume airfield, runway or taxiway operations. **(T-2).**

6.1.2. Temporarily suspend or close runway operations when any unsafe condition affects runway operations (e.g., FOD, severe bird/wildlife activity, snow and ice removal checks, arresting systems maintenance/configuration changes, airfield construction, and pavement repair). **(T-2).**

6.1.3. Temporarily close an airfield to all traffic during hazardous weather such as tornadoes, hurricanes or typhoons. **(T-2).**

6.1.4. Limit operations to specific types of aircraft. **(T-2).** NOTE: Airfield restrictions establishing limitations on the number or type of aircraft using an airfield will be coordinated with MAJCOM, host nation (as applicable), WG/CC, OG/CC, AOF/CC and Command Post. **(T-2).**

6.1.5. Limit transient aircraft traffic to official business only and/or PPR. **(T-2).** Exception: Aircraft carrying a Distinguish Visitor Code 6 or higher or aircraft experiencing an emergency, aero medical evacuation or special air missions are also exempt from OBO restrictions, but are required to obtain a PPR number for tracking and notification. Aircrew may use official business only/PPR facilities as an alternate for IFR flights when a landing at the intended destination becomes inadvisable.

6.1.6. Restrict airfield use due to classified operations when normal activity would compromise security. **(T-2).**

6.1.7. Restrict airfield use when facilities and services are reduced or lack sufficient resources (e.g., for limited transient services, limited apron parking space, major construction, and reduced aircraft rescue and firefighting capability). **(T-2).**

6.1.8. Prohibit low approaches, restricted low approaches and practice landings when airfield activities (e.g., construction, snow and ice removal operations, and grass cutting activities) are in the vicinity of or on the runway. **(T-2).** NOTE: Coordinate these types of restrictions with the OG/CC through the AOF/CC and notify Wing and tenant flying units. **(T-2).**

6.1.9. Restrict use of an airfield during Night Vision Devices or blacked-out airfield operations to reduce the potential of normal activity compromising safety. **(T-2).**

**6.2. Procedures.** AM personnel must:

6.2.1. Notify appropriate agencies (e.g. Air Traffic Control and Command Post). **(T-3).**

6.2.2. Provide an estimated time runway operations are expected to resume following the announcement of a suspension/closure. **(T-3)**.

6.2.3. Conduct a runway check and report the status prior to resuming normal operations. **(T-3)**.

## Chapter 7

### PROCEDURES FOR DETERMINING AND REPORTING RUNWAY SURFACE CONDITION (RSC) AND RUNWAY CONDITION READING (RCR)

#### 7.1. General.

7.1.1. The presence of contaminants such as water, snow, ice, or slush on airfield pavements causes hazardous conditions that may contribute to aircraft incidents and accidents. Further, winter storm conditions usually cause flight delays and/or cancellations and, in severe storm conditions, airfield closures. The extent to which these undesirable effects are minimized will depend on the approach taken by the AM to closely monitor and assess conditions and have mitigating practices ready to combat potential and any existing contaminant conditions on the airfield. This chapter provides guidance and procedures for assessing airfield conditions.

7.1.2. When approved by MAJCOM/A3 (normally in a MAJCOM supplement), locations with an airfield that have little or no record of snow accumulation (based on the installation's climatology record) are not required to maintain friction measuring equipment (Decelerometers and Continuous Friction Measuring Equipment). However, AM personnel must still report the predominant RSC and indicate no RCR available. **(T-2).**

7.1.3. Air Force, FAA, and National Aeronautics and Space Administration tests have proven RCR measurements are inconclusive and invalid where the only form of moisture affecting the runway is water. NOTE: Do not report a RCR value when water is the only contaminant present on the landing surface.

7.1.4. Runways with historical drainage problems may require units to take more restrictive actions for reporting the RSC such as publishing restrictions or closures due to severe ponding, flooding and the potential for reduced braking action/hydroplaning.

7.1.5. RSC determination and reporting procedures may differ at joint or shared use airfields. NOTE: The AFM must include these procedures in the Airfield Operations Instruction. **(T-3).**

7.1.6. Air Force AM personnel do not determine or report a Runway Condition Code (RwyCC) nor issue a FAA formatted field condition NOTAM (FICON). Where applicable, units must ensure a NOTAM is published to advise civil and military pilots "RwyCC not reported". **(T-2).** The NOTAM must remain active until a DoD Flight Information Publication change is submitted and published in the IFR Supplement. **(T-2).**

7.1.7. Wet Runway. When water is the only form of visible moisture on 25% or more of the runway surface area (whether in isolated areas or not), report the RSC as "wet runway" and no RCR. **(T-2).**

7.1.8. Units must specify in the Airfield Operations Instruction when other agencies are delegated the responsibility to determine and report RSC Wet. **(T-3).** Regardless who determines the RSC Wet, the runway must be reported Wet as outlined in [paragraph 7.2.3](#) **(T-2).**



## **7.2. RSC and RCR Procedures.** AM personnel shall:

### **7.2.1. Determine RSC and RCR.**

7.2.1.1. Use this chapter and Technical Order 33-1-23 to determine RSC and RCR when the airfield is open. **(T-2).**

7.2.1.2. Use Air Force Technical Order Form 277, *Results of Runway Braking Test*, when reporting RCRs. **(T-3).** Maintain a file copy of the completed form in accordance with Air Force RDS, Table 10-10, Rule 5.00. **(T-3).**

7.2.1.3. Estimate and report RSC to the nearest 1/10 of an inch according to Technical Order 33-1-23. **(T-2).** NOTE: Pilots determine braking action for slush and wet runways from aircraft technical order data.

7.2.1.4. Decelerometers or Continuous Friction Measuring Equipment values are not reliable when water is the only containment on the runway or landing surface. For the purpose of mission planning, aircraft departures and aircraft arrivals (i.e. takeoff and landing) it is not acceptable to use decelerometers or continuous friction measuring equipment to determine or report a runway condition reading when water is the only contaminant on the runway or landing surface.

7.2.1.5. Document RSC and RCR actions in the AF Form 3616 or suitable substitute. **(T-3).**

### **7.2.2. Conduct RSC and RCR checks.**

7.2.2.1. RCR checks are required when the RSC is reported as Wet Runway or Slush on Runway and the possibility of freezing conditions exist. **(T-2).**

7.2.2.2. Use FAA-approved friction measuring equipment to conduct RCR checks. **(T-2).**

7.2.2.3. When the RCR is 12 or less, conduct RCR checks as frequently as normal flying operations allow and before each aircraft landing during low flying operations. **(T-3).**

7.2.2.4. During rapidly changing conditions (e.g., increased snow fall, treatment of landing/taxiing surfaces, and temperature changes), conduct RSC and RCR checks more frequently to provide aircrews with the most timely and accurate information. **(T-3).**

7.2.2.5. Conduct a physical check of the runway to determine RSC Dry. **(T-2).**

### **7.2.3. Report RSC and RCR.**

7.2.3.1. **Wet Runway.** AM personnel report the RSC as "Wet Runway" and no RCR when water is the only form of visible moisture on 25% or more of the runway surface area (whether in isolated areas or not). **(T-1).** NOTE: AM personnel must also report the existence, location and depth of any standing water (ponding, water patches, and puddles) regardless of a Wet or Dry RSC. **(T-1).**

7.2.3.2. **Slush on Runway.** AM personnel must report RSC as "Slush on Runway" and no RCR when slush is on the runway and ice or snow is not present. **(T-2).**

7.2.3.3. **Ice or Snow on Runway.**

- 7.2.3.3.1. For single-type surface runway, AM personnel must report the predominant RSC and the average RCR, when applicable, for the covered portions of the runway. **(T-2).**
- 7.2.3.3.2. When the runway surface consists of two pavement surfaces with significantly different friction characteristics, such as concrete and porous friction surfaces, AM personnel must report the predominant RSC and RCR for the runway touchdown zones and, if applicable, for the middle or roll-out portion of the runway. **(T-1).**
- 7.2.3.3.3. When using friction-measuring equipment, AM personnel must round down if the reading is not a whole number (e.g., Reading 11.2, indicate 11; for 11.8, indicate 11). **(T-1).**
- 7.2.3.4. **Water or Slush and Ice on Runway.** When water or slush is present on an ice-covered runway, AM personnel must report the predominant RSC. **(T-2).** Report the RCR or use the value 12, whichever is lower. **(T-2).**
- 7.2.3.5. **Runway Partially Covered with Ice or Snow.** When the runway is partially covered with ice or snow, AM personnel must report:
- 7.2.3.5.1. One RSC for those parts of the runway that are completely covered. **(T-2).**
- 7.2.3.5.2. An RSC for the rest of the runway. **(T-2).**
- 7.2.3.5.3. An average RCR that is representative of those parts of the runway that are completely covered with snow or ice. **(T-2).**
- 7.2.3.6. **Other Information.** AM personnel must identify and report other information essential to safe aircraft operations in clear text following the RSC and RCR data. **(T-2).** Examples include but are not limited to:
- 7.2.3.6.1. The extent or depth of any precipitation on the runway.
- 7.2.3.6.2. Location of precipitation on partially covered runways (e.g., touchdown area, rollout area).
- 7.2.3.7. AM personnel must report RSC and RCR data to Control Tower, Radar Approach Control or Ground Control Approach facility, Weather and Command Post. **(T-2).** AFM determines if additional agencies should receive notification.
- 7.2.3.8. AM personnel must send a NOTAM to report the surface condition (other than Dry) and/or friction reading for Runway. **(T-2).** Send a NOTAM to report taxiway and ramp areas as required in Snow and Ice Control Plan. **(T-3).**
- 7.2.3.9. AM personnel must send a NOTAM and notify control tower, radar approach control or ground control approach facility, maintenance operations control center, command post and transient alert when chemicals are being applied to airfield pavements (e.g., runway, taxiway, and apron). **(T-2).** AM personnel need to work with the Snow Control Center to determine when the chemical agent has dissolved enough to cancel NOTAM. **(T-3).**

7.2.3.10. AM personnel must send a Flight Advisory message and/or notify the Air Route Traffic Control Center as required to alert inbound aircraft of possible delays and/or poor braking action. **(T-3)**. See Air Force Joint Manual 11-213, *Military Flight Data Telecommunications System*, and FAA Order JO 7110.10, *Flight Services*.

7.2.3.11. AM personnel should use remarks such as sanded, patchy Wet or patchy Dry in conjunction with RSC conditions (e.g. Loose Snow on Runway, Pack Snow on Runway, or Ice on Runway). If possible, identify the location of the patchy conditions.

**7.3. Anti-Lock Brake Systems (ABS).** See Technical Order 33-1-23 for vehicles equipped with ABS.

## Chapter 8

### AIRFIELD MANAGEMENT TRAINING PROGRAM

#### 8.1. Introduction.

8.1.1. This chapter outlines specific requirements and responsibilities for all AM military and DoD civilian personnel. NOTE: The training program for contract locations will be developed and implemented according to the AFFSA/XA- or MAJCOM-approved Performance Work Statement or Statement of Work.

8.1.2. 1C7X1 and DoD AM civilian personnel will maintain an electronic Air Force training record **(T-2)**. All DoD civilian personnel hired for the AFM position and active duty Senior Master Sergeant and Chief Master Sergeant awarded the 9-skill level are considered qualified and exempt from maintaining an individual training record.

8.1.3. The Air Force electronic training record is the electronic equivalent of the hardcopy AF Form 623, *Individual Training Record Folder* and contains the most current Career Field Education and Training Plan and other on-the-job documentation.

8.1.4. 1C7X1 and DoD AM civilian personnel will maintain an Air Force electronic training record aligned under the Command and Control System Operations Functional Community. **(T-3)**. All training documentation, to include AF Form 623A, AF Form 797, AF Form 1098, and the 1C7X1 Career Field Education and Training Plan or electronic training record format equivalents will be maintained within the Air Force electronic training record. **(T-3)**. All other forms and supportive documentation will be scanned and uploaded as outlined in this manual (e.g. 7-Level Advanced Distance Learning Tracking Sheet and Training Certificates). **(T-3)**.

#### 8.2. Purpose.

8.2.1. The purpose of the training program is to qualify personnel for position certification, skill-level advancement and to ensure proficiency to support peacetime operations and wartime readiness. The NAMT must ensure the AM training program includes the following as a minimum:

8.2.1.1. **Training Operating Instruction. (T-2)**. The NAMT will develop a Training Operating Instruction to establish local policy and procedures for implementing the training program. **(T-2)**. As a minimum, include the following:

8.2.1.1.1. Responsibilities of personnel (AOF/CC, AFM, NAMO, NAMT, Supervisor/Trainer, Trainee and Task Certifier) involved in the training program. **(T-2)**.

8.2.1.1.2. Local qualification training requirements and time limits for completing local PCGs (e.g., AF Form 797 or electronic training record format equivalent/Local Position Certification Guide). **(T-2)**.

8.2.1.1.3. Local training and certification requirements for individuals previously certified at a previous assignment. **(T-2)**.

8.2.1.1.4. Other local or unique training requirements. **(T-3)**.

8.2.1.1.5. Initial Evaluation Checklist. (T-2).

8.2.1.2. **Newcomer's Indoctrination Program. (T-3).** The NAMT will develop and implement a Newcomer's Indoctrination Program to ensure administered within 60 calendar days of arrival. (T-3). Facility tours/visits, if required, should be accomplished prior to the facility duty position certification.

8.2.1.3. **Initial Evaluations. (T-3).** The NAMT will develop a standardized checklist or form for supervisors to conduct and document an initial evaluation on newly assigned (Permanent Change of Station/Permanent Change of Assignment) personnel within 60 calendar days (120 calendar days for Air Reserve Components) of assignment. (T-3). The supervisor or trainer must review/validate/ensure the following to ensure the individual can meet duty position requirements:

8.2.1.3.1. Current qualifications. (T-3).

8.2.1.3.2. Air Force Specialty Code, duty position, core and deployment/Unit Type Code (UTC) requirements. (T-3).

8.2.1.3.3. Supervisor and trainee responsibilities as outlined in AFI 36-2101, AFI 36-2670 and the 1C7X1 Career Field Education and Training Plan. (T-3).

8.2.1.3.4. A review of **Part I** and **II** of the Career Field Education and Training Plan. (T-3).

8.2.1.3.5. Formal/informal training requirements, such as skills, knowledge, or classroom instruction. (T-3). Supervisors must evaluate technical school graduates on all tasks taught in the initial skills course as identified in the Specialty Training Standard portion of the Career Field Education and Training Plan. (T-3).

8.2.1.3.6. Other local or unique training requirements. (T-3).

8.2.1.3.7. Documentation of the initial training evaluation on AF Form 623A or electronic training record format equivalent. (T-3). For personnel utilizing paper records, maintain a copy of the initial evaluation in Tab E of the individual's training record and retain until Permanent Change of Station or Permanent Change of Assignment. (T-3).

8.2.1.4. **Apprentice Course Graduate Evaluation. (T-3).** The NAMT will develop a standardized checklist for supervisors and trainers to evaluate apprentice course graduates during the first 60 calendar days following assignment. (T-3). See AFI 36-2670, for additional information. The NAMT, supervisor, or trainer will:

8.2.1.4.1. Utilize the Specialty Training Standard contained in the CFETP, evaluate the graduate's ability to perform tasks taught in the formal course at the specified training level. (T-3). See AFI 36-2670 for additional guidance.

8.2.1.4.2. Document all task evaluations on AF Form 803, *Report of Task Evaluations* or electronic training record format equivalent. (T-3). For personnel utilizing paper records, maintain a copy in Tab F of the individual's training record. (T-3).

8.2.1.4.3. Participate in field interviews conducted by formal course OPR. (T-3).

**8.2.1.5. Air Force Position Certification Guides (PCG). (T-3).**

8.2.1.5.1. There are four published PCGs: Airfield Manager, NCOIC, Airfield Management Operations/NCOIC, Airfield Management Training, Airfield Management Operations Shift Lead/Supervisor and Airfield Management Operations Coordinator. The PCGs are available through AFFSA/XA SharePoint® website.

8.2.1.5.2. PCGs are developed by the 1C7X1 CFM, HQ AFFSA and MAJCOM Functional Managers to standardize AM duty position qualification training requirements.

8.2.1.5.3. Use PCGs and associated publications, AF Form 623A, and AF Form 797 or electronic training record format equivalent to plan, conduct, and certify qualification training. **(T-2)**. NOTE: Refer to PCG for documentation requirements, when to complete, and time limits.

8.2.1.5.4. The NAMT develops PCG lessons for local training items to be documented on the AF Form 797 or electronic training record format equivalent. When developing local items into PCG lessons, use the same format as the standardized AM PCGs (e.g. Airfield Manager PCG and AMSL/AMOS PCG). **(T-3)**.

8.2.1.5.5. Implementation. AM enlisted and DoD civilian personnel will complete PCGs as a part of qualification training. **(T-2)**. Once an individual completes a PCG, they are not required to re-accomplish it due to Permanent Change of Station or relocation to another duty station. Each PCG has a time limit for completion (not to include Temporary Duty, deployment, leave, and hospitalization). The AFM is delegated the authority to approve up to a 60 calendar day extension for individuals in EDIT status. The AOF/CC is the approval authority for extension exceeding 60 calendar days. AM military personnel who fail to complete a PCG within 1 year must be entered into Training Status Code T and considered for withdrawal from the Air Force Specialty Code. **(T-3)**.

8.2.1.5.6. Document final completion of all PCGs on the AF Form 623A or electronic training record format equivalent. **(T-3)**.

**8.2.1.6. Enlisted Upgrade Training. (T-3).** Upgrade training is necessary to award a higher skill level. Personnel are entered into 5-level upgrade training the date arrived station and 7-level upgrade training on the first calendar day of the promotion cycle. Individuals must meet the requirements in accordance with AFI 36-2670 and 1C7X1 Career Field Education and Training Plan for award of the applicable skill level. **(T-2)**.

**8.2.1.7. Proficiency Training. (T-3).** Locally develop and administer practical and/or written monthly proficiency tests.

8.2.1.7.1. Locally developed tests will be formulated to a “go/no-go” or 80%/corrected to 100 % standard. **(T-3)**.

8.2.1.7.2. Proficiency training must consist of tasks and knowledge from all appropriate Air Force, MAJCOM and local references essential to mission accomplishment. **(T-3)**.

8.2.1.7.3. Document completion of proficiency training on an AF Form 1098 or electronic training record format equivalent and maintain until superseded. **(T-3)**. Personnel using paper records will document proficiency training in Tab D of the individual's training record and maintain until superseded or no longer required. **(T-3)**.

8.2.1.8. **Formal Course Failure Actions. (T-3)**. Advanced Airfield Managers (AAFM) Course failure management. **(T-3)**. The leadership team (i.e. NAMT, AFM, AOF/CC) of an individual who fails the AAFM Course must complete follow-up actions in accordance with the 1C7 Career Field Manager's Policy Memorandum located on the ETCA site: [https://app10-eis.aetc.af.mil/etca/SitePages/ETCA\\_BCI\\_CourseDetail\\_AETC2.aspx?BCIListID=2358](https://app10-eis.aetc.af.mil/etca/SitePages/ETCA_BCI_CourseDetail_AETC2.aspx?BCIListID=2358). **(T-1)**.

8.2.1.9. **Withdrawal/disqualification actions. (T-3)**. Supervisors considering disqualifying or withdrawal recommendations must carefully evaluate all of the facts before proceeding, refer to AFI 36-2101, Chapter 4 for assistance with withdrawal/disqualifying. **(T-2)**. MAJCOM OPR for AM will review and coordinate on requests for withdrawal from training, Air Force Specialty Code disqualify or withdrawal, and training requirement waivers. **(T-2)**. Refer to AFI 36-2101 and AFI 36-2670 for additional information.

8.2.1.10. **Recurring Training. (T-3)**. Conduct recurring training on the following items at least annually and maintain documentation on an AF Form 1098 or electronic training record format equivalent until superseded. **(T-3)**. Personnel using paper records will document proficiency training in Tab D of the individual's training record and maintain until superseded or no longer required. **(T-3)**.

8.2.1.10.1. Bird/Wildlife Control. Use of active and passive dispersal methods in support of the Bird/Wildlife Hazard Reduction Plan (e.g., pyrotechnics, bioacoustics, grass height, and removal of edge effects). **(T-3)**. Include a review of AM responsibilities outlined in the Bird/Wildlife Hazard Reduction Plan. **(T-3)**.

8.2.1.10.1.1. Personnel performing Bird/Wildlife Aircraft Strike Hazard duties who carry an ammunition-firing weapon (i.e. 12-gauge shotgun) firing projectiles (i.e. 12-gauge bird scare) are considered "Arming Group A" in accordance with DoD Directive 5210.56 and AFI 31-117, *Arming and Use of Force by Air Force Personnel*. Group A personnel with an arming requirement must complete weapons qualification training annually. **(T-3)**. Bird/Wildlife Aircraft Strike Hazard personnel who only carry noise-producing devices (i.e. 15MM launchers) such as blanks, fire bangers and screamers are not required to have Arming Group A qualification. Individual units will provide their own training to emphasize safe handling, weapon operation, use of blank ammunition and operator maintenance as directed in AFMAN 31-229. **(T-1)**.

8.2.1.10.1.2. AM personnel will not manage, maintain or issue weapons beyond the duties of the Bird/Wildlife Aircraft Strike Hazard program. **(T-2)**.

8.2.1.10.1.3. Civilians must have the ability to use wildlife control devices, including firearms, as well as any other necessary equipment. **(T-1)**.

- 8.2.1.10.2. Snow and Ice Control (where applicable). Use of friction-measuring equipment to determine RCRs. Include a review of AM responsibilities outlined in the Snow and Ice Control Plan. **(T-3)**. This training is normally performed in the fall before the snow season.
- 8.2.1.10.3. Generator start-up and power transfer as determine by Airfield Operations LOP or directive with CE.
- 8.2.1.10.4. Aircraft Arresting System operation/configuration (where applicable).
- 8.2.1.10.5. AM Supplemental Training Products located on the AFFSA/XA SharePoint®.
- 8.2.1.10.6. Use of Night Vision Devices during blackout procedures (where applicable). At locations where AM personnel (military, DoD civilian) use Night Vision Devices, verify personnel are trained on the proper use of Night Vision Devices according to AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, Chapter 14, and US Army Training Circular 21-305-2, *Training Program for NVG Driving Operations*. **(T-2)**. The NAMT identifies Night Vision Devices tasks to include use of associated equipment on an AF Form 797 or electronic training record format equivalent with training references. **(T-3)**.
- 8.2.1.10.7. Emergency evacuation and alternate facility procedures.
- 8.2.1.10.8. Exposure and familiarity with the Base Support Plan. Reference AFI 10-404, *Base Support and Expeditionary Site Planning*.
- 8.2.1.10.9. Aircraft Characteristics and Performance for host- and tenant-assigned aircraft. At a minimum, this training will include a review of aircraft taxi restrictions, aircraft performance/design data (wingspan, tail height/growth, max take-off weight). **(T-3)**. NOTE: At locations where exercises and deployments involve non base assigned/transient aircraft, AM personnel must be trained on the aircraft characteristics prior to exercise/deployment date. **(T-3)**.
- 8.2.1.10.10. AFI 13-207-O, *Preventing and Resisting Aircraft Piracy*. AM personnel must complete a review of the wing/base Hijack Prevention Plan. **(T-3)**.
- 8.2.1.11. **Training Records. (T-3)**.
- 8.2.1.11.1. **Master Training Record. (T-3)**. Not applicable for units using Air Force electronic record system. Personnel using paper training records will develop a master training record according to AFI 36-2670. **(T-3)**. Master training records must be setup and maintained in the following format:
- 8.2.1.11.1.1. Tab A: Current 1C7X1 Career Field Education and Training Plan and published changes. **(T-3)**.
- 8.2.1.11.1.2. Tab B: All current AM PCGs to include Local Position Certification Guides. **(T-3)**.
- 8.2.1.11.1.3. Tab C: All master copies/template versions of AF Form 797. **(T-3)**.



8.2.1.11.1.4. Tab D: All master copies/template versions of the AF Form 1098 used to standardize documentation of Proficiency Training, Mobility Training, Recurring Training. **(T-3).**

8.2.1.11.1.5. Tab E: All master copies/template versions of AF Form 623A or automated version to standardize Upgrade/Qualification Monthly Evaluation, Training Record Inspection, and Initial Evaluation. **(T-3).**

8.2.1.11.1.6. Tab F: Miscellaneous documents (e.g., AF Form 803, training certificates from formal/online and computer-based training). **(T-3).**

8.2.1.11.2. **Individual training record. (T-3).** The NAMT develops and maintains a training record on all AM (military, DoD civilians, and cross trainees) personnel. Personnel listed in [para 8.1.1](#) are exempt from maintaining a training record.

8.2.1.11.2.1. Individual training records will be maintained within Air Force electronic training record for all individuals except contractors who will maintain records using a AF Form 623 folder, binder or electronic equivalent. **(T-3).** Records must reflect all formal courses attended, certifications awarded and qualification training completed. **(T-3).**

8.2.1.11.2.2. For standardization and configuration management, Air Force electronic training record users and contractors will maintain records in accordance with AFI 36-2670 and Air Force electronic training record user guide(s).

8.2.1.11.2.3. The AF Form 623A or electronic training record format equivalent will be used to document an individual's training progress. **(T-3).** The supervisor and/or trainer and the trainee must sign and date all entries. **(T-3).** Maintain the AF Form 623A or electronic training record format equivalent as long as it pertains to the current training objective (i.e., award of the skill level or completion of qualification training). **(T-3).** As a minimum, document the following:

8.2.1.11.2.3.1. Monthly evaluations on individuals in upgrade and local qualification training. As a minimum, include the percentage of training completed towards the overall training objective (e.g., Upgrade and Local Qualification), inclusive dates of evaluation, current duty position, position start date, specific Specialty Training Standard tasks covered during the evaluation period and other comments. **(T-3).** Include all interruptions to training (stop training days, to include reason), trainee's comments, if necessary, and signature blocks for trainee, trainer, NAMT and AFM. **(T-3).**

8.2.1.11.2.3.2. Milestones for Air Force and Local Position Certification Guides completion (identify the projected timeframe the trainee will complete all required lesson plans). **(T-3).**

8.2.1.11.2.3.3. Task progression. **(T-3).**

8.2.1.11.2.3.4. Task certification and recertification. **(T-3).**

8.2.1.11.2.3.5. Training strengths, weaknesses, attitude and corrective action (if required). **(T-3).**

8.2.1.12. **Master Task Listing (MTL). (T-3).** Units using paper records will develop and maintain a MTL to identify duty position training requirements and include core, critical, position qualification, contingency or wartime task and all other mandatory training requirements. **(T-3).** The MTL will include all tasks performed in the work center (e.g., circled tasks on the Career Field Education and Training Plan Specialty Training Standard **Part II** and local AF Form 797 or electronic training record format equivalent) and required for each duty position. **(T-3).**

8.2.1.13. **Master Reference Index. (T-3).** The Master Reference Index is a master listing of all mission essential documents necessary for AM. The listing contains the document number, title and date. The Master Reference Index is available on the AFFSA/XA SharePoint® website. The NAMT develops and maintains a local Master Reference Index. The listing contains the document number, title and date.

8.2.1.14. **Task Evaluations. (T-3).** Evaluators will use the AF Form 803 or electronic training record format equivalent to document completion of task evaluations during training staff assistance visits, when directed by the commander, or when a task certification requires validation (normally occurs when/if someone needs to validate whether a member is certified and/or qualified on a task). **(T-3).** For individuals with a paper training record, maintain a copy of the form in Tab F. Maintain until upgraded or no longer applicable to current duty position. **(T-3).**

8.2.1.15. **Training Continuity Binders.** Training program documentation must be maintained in the following binder or electronic equivalent format:

8.2.1.15.1. BINDER 1 Contents.

8.2.1.15.1.1. Table of Contents. **(T-3).**

8.2.1.15.1.2. TAB A - Appointment Letters (e.g. NAMT, Certifiers, Trainers). **(T-3).**

8.2.1.15.1.3. TAB B - Airfield Management Training Operating Instruction **(T-3).**

8.2.1.15.1.4. TAB C - Airfield Operations Flight/Squadron/Wing Training Operating Instruction as applicable. **(T-3).**

8.2.1.15.1.5. TAB D - AFMAN 13-204, Volume 2. **(T-3).**

8.2.1.15.1.6. TAB E - AFI 36-2670, when civilian employees are assigned. Use RESERVED when civilian employees are not assigned. **(T-3).**

8.2.1.15.1.7. TAB F - AFI 36-2670. **(T-3).**

8.2.1.15.1.8. TAB G - Air Force, HQ AFFSA, MAJCOM and Base Training Messages. **(T-3).**

8.2.1.15.1.9. TAB H - Annual Program Review. **(T-3).**

8.2.1.15.1.10. TAB I - Miscellaneous Documents. **(T-3).**

8.2.1.15.2. BINDER 2 Contents.

8.2.1.15.2.1. Table of Contents. **(T-3).**

8.2.1.15.2.2. TAB A - Newcomer's Indoctrination Program. **(T-3).**

8.2.1.15.2.3. TAB B - Master and Local Master Reference Index. **(T-3).**

8.2.1.15.2.4. TAB C - Initial Evaluation Checklist. **(T-3).**

8.2.1.15.2.5. TAB D - Apprentice Course Graduate Evaluation Checklist (as applicable). Use RESERVED when no military personnel assigned. **(T-3).**

8.2.1.15.2.6. TAB E - Master copy of computer-based training. **(T-3).**

8.2.1.15.2.7. TAB F - Tests (e.g., Monthly Proficiency, Local Qualification Training, and PCG Tests/Evaluations) **(T-3).**

8.2.1.15.2.8. TAB G - Training Review Board Minutes. **(T-3).**

8.2.1.15.2.9. TAB H - Air Force electronic training record User Guide(s). **(T-3).**

**8.2.1.16. Unsatisfactory Performance/ Failure to maintain proficiency.**

8.2.1.16.1. AM Supervisor/Trainer Responsibilities. **(T-3).** AM Supervisors/Trainers will:

8.2.1.16.1.1. Identify unsatisfactory performance and document on the AF Form 623A or electronic training record format equivalent in accordance with AFI 36-2670. **(T-3).**

8.2.1.16.1.2. Notify the NAMT, AFM and AOF/CC at the earliest possible time when individuals fail to make improvement based on supervisor/trainer feedback. **(T-3).** The NAMT or AOF/CC will notify the Unit Training Manager and Unit Commander. **(T-3).**

8.2.1.16.2. AFM or AOF/CC (or civilian equivalents) Responsibilities. **(T-3).** The AFM or AOF (or AOF/CC (or civilian equivalents) will:

8.2.1.16.2.1. Ensure DoD Civilians who fail to maintain training proficiency or who fail to complete training requirements outlined in this manual and Performance Work Statement will be considered for employment termination. **(T-3).**

8.2.1.16.2.2. Ensure when DoD Civilians fail to meet performance and training requirements after the probationary period, the supervisor contacts Civilian Personnel Office as applicable for available options to terminate employment. **(T-3).**

MARK D. KELLY, Lt Gen, USAF  
Deputy Chief of Staff, Operations

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Directive 5210.56, *Arming and the Use of Force*, 18 November 2016

*Title 14, Code of Federal Regulations (CFR), Part 139, Certification of Airports, current edition*

National Order 7930.2, *Notices to Airmen*, 10 January 2019

AFPD 13-2, *Air Traffic Control, Airspace, Airfield and Range Management*, 3 January 2019

*Air Force Records Information Management System (AFRIMS), Air Force Records Disposition Schedule (RDS)*

*U.S. Instrument Flight Rules Enroute Supplement, current edition*

AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*, 24 July 2019

AFI 10-1001, *Civil Aircraft Landing Permits*, 23 August 2018

AFI 10-2501, *Air Force Emergency Management Program*, 10 March 2020

AFI 11-201, *Flight Information Publication*, 30 November 2018

AFI 11-208, *DoD Notice to Airmen System*, 13 February 2018

AFI 13-207-O, *Preventing and Resisting Aircraft Piracy (Hijacking) (FOUO)*, 05 February 2019

AFI 13-213, *Airfield Driving*, 4 February 2020

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020

AFI 31-101, *Integrated Defense (ID)*, 24 March 2020

AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 02 February 2016

AFI 32-1001, *Civil Engineering Operations*, 25 October 2019

AFI 32-1015, *Integrated Installation Planning*, 30 July 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-360, *Publications and Forms Management*, 26 June 2020

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

AFI 36-2670, *Total Force Development*, 25 June 2020

AFI 63-138, *Acquisition of Services*, 30 September 2019

AFI 90-201, *The Air Force Inspection Program*, 20 November 2018

AFI 90-802, *Risk Management*, 01 April 2019

AFI 91-202, *US Air Force Mishap Prevention Program*, 12 March 2020

AFI 91-204, *Safety Investigation and Hazard Reports*, 27 April 2018

AFI 91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Management Techniques*, 31 May 2018

AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*, 11 November 1994

AMCI 11-211, *Destination Airfield Suitability Analysis*, 08 June 2020

Technical Order 33-1-23, *Equipment and Procedures for Obtaining Runway Condition Readings*, 16 September 2011

Technical Order 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 7 February 2019

AFMAN 11-202 Volume 3, *Flight Operations*, 10 June 2020

AFMAN 11-218, *Aircraft Operations and Movement on the Ground*, 5 April 2019

AFMAN 11-255, *Volume 3, Flight Manager Responsibilities and Procedures*, 24 July 2018

AFMAN 13-204, *Volume 1, Management of Airfield Operations*, 1 August 2020

AFMAN 13-204, *Volume 3, Air Traffic Control*, 1 August 2020

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 30 April 2020

AFMAN 32-1040, *Civil Engineer Airfield Infrastructure Systems*, 23 August 2019

AFMAN 32-1041, *Pavement Evaluation Program*, 30 October 2019

AFMAN 32-1084, *Standard Facility Requirements*, 15 January 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFMAN 36-2806, *Awards and Memorialization Program*, 10 June 2019

DESR 6055.09\_AFMAN 91-201, *Explosive Safety Standards*, 28 May 2020

AFMAN 91-223, *Aviation Safety Investigations and Reports*, 14 September 2018

AFJMAN 11-213, *Military Flight Data Telecommunications System*, 27 April 2018

AFH 32-7084, *AICUZ Program Manager's Guide*, 02 November 2017

AFH 36-2618, *The Enlisted Force Structure*, 16 October 2018

UFC 3-260-01, *Airfield and Heliport Planning and Design*, 4 February 2019

UFC 3-260-04, *Airfield and Heliport Marking*, 16 May 2018

UFC 3-535-01, *Visual Air Navigation Facilities*, 11 April 2017

Tri-Service Pavement Working Group Manual 3-260-02.09-2 *Contingency Airfield Pavement Specifications*, 12 August 2019

Tri-Service Pavement Working Group Manual 3-270-01.04-10, *Determining the Need for Runway Rubber Removal*, 6 June 2019

Unified Facilities Guide Specifications 32 01 11.51, *Rubber and Paint Removal from Airfield Pavements*, 01 May 2016

US Army Training Circular 21-305-2, *Training Program for NVG Driving Operations*, 17 January 2014

FAAO 6850.5, *Maintenance of Lighted Navigational Aids*, 27 March 1995

FAA JO 7110.10, *Flight Services*, 05 July 2019

FAA AC 150/5220-9, *Aircraft Arresting Systems*, 20 December 2006

FAA AC 150/5200-28, *Notices to Airmen for Airport Operators*, 30 December 2016

FAA AC 150/5340-26, *Maintenance of Airport Visual Aid Facilities*, 20 June 2014

FAA AC 150/5340-18, *Standards for Airport Sign Systems*, 10 May 2019

FAA AC 150/5370-2, *Operational Safety on Airports during Construction*, 13 December 2017

*FAA Pilot/Controller Glossary*, 30 January 2020

ICAO Annex 15, *Aeronautical Information Services*, July 2016

ICAO Doc 8126, *Aeronautical Information Services Manual*, 2003

### ***Prescribed Forms***

None

### ***Adopted Form***

AF Form 332, *Base Civil Engineer Work Request*

AF Form 457, *USAF Hazard Report*

AF Form 623, *Individual Training Record Folder*

AF Form 623A, *On-The-Job Training Record - Continuation Sheet*

AF Form 651, *Hazardous Air Traffic Report (HATR)*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

AF Form 803, *Report of Task Evaluations*

AF Form 847, *Recommendation for Change of Publication*

AF Form 853, *Air Force Wildlife Strike Report*

AF Form 1098, *Special Task Certification and Recurring Training*

AF Form 2096, *Classification/On-The-Job Training Action*

AF Form 3616, *Daily Record of Facility Operations*

AFTO Form 277, *Results of Runway Braking Tests*

FAA Form 7460-1, *Notice of Proposed Construction or Alteration*

FAA Form 7460-2, *Notice of Actual Construction or Alteration*

DD Form 175, *Military Flight Plan*

DD Form 1801, *DoD International Flight Plan*

DD Form 2401, *Civil Aircraft Landing Permit*

DD Form 2861, *Cross Reference*

*Abbreviations and Acronyms*

**AAFM**—Advanced Airfield Managers  
**AF**—Air Force  
**AFCEC**—Air Force Civil Engineer Center  
**AFSA**—Air Force Flight Standards Agency  
**AFI**—Air Force Instruction  
**AFH**—Air Force Handbook  
**AFM**—Airfield Manager  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFR**—Air Force Reserve  
**AFRIMS**—Air Force Records Information Management System  
**AFTTP**—Air Force Tactics, Techniques, and Procedures  
**AM**—Airfield Management  
**AMOC**—Airfield Management Operations Coordinator  
**AMOPS**—Airfield Management Operations  
**AMOS**—Airfield Management Operations Supervisor  
**AMSL**—Airfield Management Shift Lead  
**ANG**—Air National Guard  
**AOF**—Airfield Operations Flight  
**AOF/CC**—Airfield Operations Flight Commander  
**AOI**—Airfield Operations Instruction  
**ASOS**—Advanced Airport Safety and Operations Specialist  
**ATC**—Air Traffic Control  
**CAT**—Category  
**CE**—Civil Engineering  
**CFETP**—Career Field Education and Training Plan  
**CFM**—Career Field Manager  
**COR**—Contracting Officer Representative  
**DAFM**—Deputy Airfield Manager  
**DoD**—Department of Defense  
**FAA**—Federal Aviation Administration

**FOD**—Foreign Object Damage

**HQ**—Headquarters

**ICAO**—International Civil Aviation Organization

**IFR**—Instrument Flight Rules

**LOP**—Local Operating Procedures

**MAJCOM**—Major Command

**MFR**—Memorandum For Record

**MSG/CC**—Mission Support Group Commander

**MTL**—Master Task Listing

**NAMO**—Non-Commissioned Officer in Charge, Airfield Management Operations

**NAMT**—Non-Commissioned Officer in Charge, Airfield Management Training

**NATO**—North Atlantic Treaty Organization

**NCOIC**—Non-Commissioned Officer in Charge

**NOTAM**—Notice to Airman

**OBO**—Official Business Only

**OG/CC**—Operations Group Commander

**OI**—Operating Instruction

**OPR**—Office of Primary Responsibility

**PCG**—Position Certification Guide

**PPR**—Prior Permission Required

**RAWS**—Radar, airfield and weather systems

**RCR**—Runway Condition Reading

**RSC**—Runway Surface Condition

**RDS**—Records Disposition Schedule

**SAA**—Senior Airfield Authority

**SCPD**—Standard core personnel documents

**SOW**—Statement of Work

**STANAG**—Standardization Agreement

**TERPs**—Terminal Instrument Procedures

**UFC**—Unified Facilities Criteria

**USAF**—United States Air Force

**VFR**—Visual Flight Rules



**WADPM**—Wing Airfield Driving Program Manager

**WG/CC**—Wing Commander

### *Terms*

**Aerodrome**—A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure, and movement of aircraft.

**Aircraft Mishap Investigation Course**—This course provides instruction on aircraft mishap investigations and analyses of human and material factors to personnel who will be primary members on Class A & B flight mishap investigation boards.

**Airfield Facilities**—Includes runways, taxiways, aircraft parking and servicing areas, ATC facilities, airfield management Operations, RAWs, aircraft fire suppression and rescue services, airfield lighting systems and systems to hold or stop aircraft (where required).

**Airfield Operating Hours**—The hours of airfield operations as published in the MAJCOM Supplement.

**Airfield Operations Instruction (AOI)**—Formerly known as the base flying regulation. Defines local procedures for AM and ATC.

**Airman/Airmen**—Applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard.

**Airport Certification Procedures Course**—This course is required for the FAA Airport Certification Safety Inspector (ACSI) credentialing process and for those personnel responsible for the certification of airport and enforcement of Title 14, Code of Federal Regulations (CFR), Part 139, Certification of Airports. Classroom subjects to be covered are: the issuance of airport operating certificates, review of airport certification manuals and related plans, identification and review of the many airport standards required by regulation, airport inspection procedures and techniques to evaluate regulatory compliance, identifying and recording potential regulatory violations and the preparation of enforcement actions and related correspondence. The class includes exercise, workshops and field trips which reinforce with hands-on training, the classroom instruction.

**American Association of Airport Executives (AAAE) Advanced Airport Safety and Operations Specialist (ASOS) Course**—Advanced Schools are tailored for individuals who have either attended an earlier ASOS school, experienced one or more annual FAA Certification Inspections or have at least two years of experience in airport operations. The school has fewer prepared presentations, and more group Title 14, Code of Federal Regulations (CFR), Part 139, Certification of Airports problem-solving exercises so all attendees can actively participate in the proceedings. Participants are encouraged to discuss best management practices and lessons learned from current airport or from other experiences.

**American Association of Airport Executives (AAAE) Basic Airport Safety and Operations Specialist (ASOS) Course**—The two-day Basic ASOS School is designed for individuals who are relatively new to airport operations, or have not attended a Basic ASOS before and are currently working in airport management, planning or operations. Through prepared presentations instructed by industry professionals, the Basic ASOS School will cover the following elements Title 14, Code of Federal Regulations (CFR), Part 139, Certification of Airports: Records, Paved/Safety Areas, Markings, Signs and Lighting, Aircraft Rescue and Fire Fighting (ARFF), Airport Emergency Plan (AEP), Self-Inspection Program.

**Career Field Education and Training Plan (CFETP)**—CFETP is a comprehensive core-training document that identifies: life-cycle education and training requirements, training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training. This document is the formal training contract between the Air Force Career Field Manager and Air Education and Training Command (AETC) for formal accession and life-cycle skills training.

**Closed**—An airfield is "closed" when no flying activity is permitted. If the closure is for a particular type of aircraft or operation, it must be so stated. For example: "Closed to aircraft not involved in Volant Rodeo."

**Computer-Based Training**—Student conducted training through lessons received at a computer terminal and via computer interaction.

**Controlled Movement Area (CMA)**—As defined in Airfield Operations Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control approval for access (normally via two-way radio contact with the control tower). Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. **NOTE:** This definition is used in lieu of "movement area" as defined in the FAA Pilot Controller Glossary which can be found on the FAA website: [https://www.faa.gov/air\\_traffic/publications/media/PCG\\_10-12-17.pdf](https://www.faa.gov/air_traffic/publications/media/PCG_10-12-17.pdf).

**Controlled Movement Area Violation (CMAV) Event**—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific control tower approval. This definition includes runway incursions and infractions caused by communication errors. Refer to AFMAN 91-223 for HATR and CMAV reporting procedures.

**Local Operating Procedures (LOP)**—Supplemental procedures issued as letters of agreement, operations letters, operating instructions, memorandum of understanding, squadron regulations, operations plans, or base manual or instructions.

**Major Command (MAJCOM)**—For the purpose of this manual, includes all Air Force Major Commands plus the Air National Guard Readiness Center, Air Force Reserve Command, Direct Reporting Units, and Field Operating Agencies.

**Master Task Listing (MTL)**—All work center/facility tasks and corresponding technical reference that supports qualification, upgrade, recurring, review and specialized training.

**Master Training Plan (MTP)**—Employs a strategy for ensuring the completion of all work center job requirements by using a MTL and provides milestones for task, Career Development Course completion, and prioritizes deployment/Unit Type Code (UTC), home station training tasks, upgrade, and qualification tasks.

**Military Airspace Management Course**—This course is an advanced flight operation course, providing training for selected Department of Defense (DoD) personnel in the knowledge and skills needed to perform the duties of Military Airspace Managers. The scope of training includes the National Airspace System including the Next Generation Air Transportation System (NEXGEN), structure of the FAA, Joint DoD Responsibilities, categories of military airspace, services to military aircraft engaged in flight operations, military airspace charting, strategic guidance of airspace acquisition, development of military airspace proposals, environmental aspects of military flight operations, obtaining exercise airspace, planning for future airspace requirements, and international rules and procedures.

**Mishap**—A mishap is an unplanned occurrence, or series of occurrences, that results in damage or injury and meets Class A, B, C, D or Class E event reporting criteria in accordance with AFI 91-204. Damage or injury includes: damage to DoD property (excluding normal wear and tear or aging); occupational illness to DoD military or civilian personnel; injury to DoD military personnel on or off-duty; injury to on-duty DoD civilian personnel; damage to public or private property, or injury or illness to non-DoD personnel caused by Air Force operations.

**Objective**—A statement that specifies what behavior is to be exhibited, the conditions under which behavior will be accomplished and the minimum standard of performance. Objectives describe only the behaviors that directly lead to or specifically satisfy a job performance requirement. An objective is a statement of instructional intent.

**On—the-Job Training (OJT)**—Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade and job qualification training.

**Overrun**—Usually a non-stressed extension at each end of the runway. The extension is not used as a landing area, except in instances where an aircraft emergency warrants its use. The extension is part of the controlled movement area, but do not used for spacing/separation between aircraft.

**Position Certification Guide (PCG)**—PCGs are documents used to assist the trainer and supervisor in logically training airfield operations personnel in a specific duty position.

**Prior Permission Required (PPR)**—The airfield is closed to transient aircraft unless approval for operation is obtained from the appropriate commander through AM. PPR must be requested and approved before the flight departs to that airfield. The purpose of PPR is to control volume and flow of traffic rather than to prohibit it. Prior permission is required for all aircraft requiring transient alert service outside the published transient alert duty hours. All aircraft carrying hazardous materials must obtain prior permission as outlined in AFJI 11-204.

**Radar Approach Control (RAPCON)**—A fixed, mobile, or transportable radar facility that provides approach control, arrival and RFC services using surveillance radar.

**Recurring Training**—Training provided to periodically review selected current operational procedures and techniques.

**Runway Closure**—Occurs when a condition requires restricting aircraft arrivals and departures for an extended period until corrected. (e.g., snow and ice removal operations, construction/repair activities, and aircraft mishaps).

**Runway Condition Reading (RCR)**—A numerical decelerometer reading relayed by air traffic controllers at Air Force and certain civil bases for use by the pilot in determining runway braking action. These readings are routinely relayed only to Air Force and ANG Aircraft.

**Runway Incursion**—Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. For the purpose of this instruction, the protected area is the same as the CMA. These are further classified into three operational categories:

**1) Operational Error (OE)**—A failure of the air traffic control system that results in loss of separation.

**2) Pilot Deviation (PD)**—The action of a pilot that results in the violation of ATC instructions, AFIs and/or FARs.

**3) Vehicle/Pedestrian Deviation (V/PD)**—Any entry or movement on the controlled movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by Air Traffic Control.

**Runway Surface Condition (RSC)**—Identifies the condition of the runway surface when covered with slush, snow, ice or water.

**Runway Suspension**—Occurs when a short-term condition requires temporarily restricting aircraft arrivals and departures until corrected (e.g., in-flight/ground aircraft recovery operations, FOD removal, dispersal of severe bird/wildlife activity, snow and ice removal checks, aircraft arresting systems maintenance/configuration changes, airfield construction, pavement repair).

**Scheduled Air Carrier**—An air carrier that holds a scheduled air carrier certificate and provides scheduled service year round between two or more points.

**Senior Airfield Authority (SAA)**—The SAA is an individual appointed by the component responsible for airfield operations at the direction of the joint force commander. The SAA is responsible for the control, operation, and maintenance of the airfield, to include deployable air traffic control and landing systems, the runways, associated taxiways, and parking ramps, as well as air, land, safety surfaces, and facilities of which proximity affects airfield operations.

**Shared Use**—An airfield jointly used by civil and military flight activities that is located at a civil airport under control of civil authorities.

**Skill Level**—The level of qualification within an awarded Air Force specialty, shown by the fourth digit of the Air Force Specialty Code.

**Specialty Experience Identifier (SEI)**—A three-character code that identifies special experience training not otherwise identified in the personnel data system. Specialty Experience Identifiers may permit rapid identification of individuals with special qualifications to meet peacetime assignments. They provide a means for identifying critical manning requirements during wartime or contingency operations when little lead time is available for training personnel in specific technical skills.

**Specialty Training Standard (STS)**—An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge which an airman in that specialty may be expected to perform and identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted Air Force specialty. It further serves as a contract between Air Education and Training Command and the functional user to show the overall training requirements for an Air Force specialty code that are taught in formal schools and correspondence schools.

**Stop Training**—When a trainee is unable to accomplish knowledge based (including classroom instruction), simulator (including static scenarios), and On-the-Job Training (OJT) due to unforeseen events or inability to meet standards.

**Supervisor of Flying (SOF)**—A rated officer authorized by the flying unit commander to monitor and supervise current flight operations. A Supervisor of Flying may perform duties from the control tower.

**Supplemental Training**—Training for a portion of an Air Force Specialty without a change in AFSC. Formal training on new equipment, methods and technology that is not suited for on-the-job training.

**Task**—A unit of work activity or operation that forms a significant part of a duty. A task usually has clear beginning and ending points and directly observable or otherwise measurable processes, frequently but not always resulting in a product that can be evaluated for quantity, quality or fitness in the work environment. A task is performed for its own sake; that is, it is not dependent upon other tasks, although it may fall in a sequence with other tasks in a duty or job array.

**Training Status Code**—A coding system used by base education and training personnel to identify, change and manage airman qualification and skill level upgrade processes. Refer to AFI 36-2670, Attachment 22, for a listing of each training status code and definitions.

**Unauthorized Landing**—A landing at an Air Force airfield by a civil aircraft without prior authority (approved DD Form 2401, *Civil Aircraft Landing Permit* and 24 hours prior notice).

**Wet Runway**—When water is the only form of visible moisture on 25% or more of the runway surface area (whether in isolated areas or not).

## Attachment 2

## ANNUAL AIRFIELD CERTIFICATION AND SAFETY INSPECTION CHECKLIST

Table A2.1. Annual Airfield Certification and Safety Inspection Checklist.

AIRFIELD CERTIFICATION AND SAFETY INSPECTION CHECKLIST				
<b>Airfield Name</b>	<b>Inspection Date</b>	<b>Y = Yes</b> <b>N = No, remarks required</b> <b>N/A = Used only when airfield facility or requirement is not available or applicable.</b>		
<b>FACILITIES – All items must be inspected unless a facility is not available.</b>		<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>Section 1. Pavement Areas. REFERENCE: AFMAN 13-204 Volume 2, TSPWG M 3-260-02.09-2, AFI 32-1041, UFC 3-260-01, and UFC 3-260-03, or applicable ICAO, NATO or Standardization Agreement (STANAG) standards. (e.g., Runways, Taxiways, Ramps, Aprons)</b>				
1.1. Are pavement areas free of depressions and drain sufficiently to prevent ponding that obscures markings, attracts wildlife or otherwise impairs safe aircraft operations such as hydroplaning?				
1.2. Are pavements free of excessive rubber deposits, loose aggregate, contaminants or other foreign objects?				
1.3. Are pavement areas free of scaling, spalling, cracks and surface variations such as bumps and low spots that could cause damage to aircraft, cut tires or cause tail hook skip?				
1.4. Are runway, taxiway, apron edges and pavement joints free of vegetation growth that impedes drainage or causes premature pavement deterioration?				
1.5. Are pavements free of holes that could impair directional control of aircraft or possibly damage a tire? Holes greater than 3” in diameter can damage small, high pressure tires on trainer and fighter aircraft.				
1.6. Are the pavement lips (the area between full-strength pavement and runway/taxiway/apron shoulders areas) no greater than necessary to allow water to drain off the pavement?				

1.7. Are primary pavements structurally capable of supporting the mission? (Review latest HQ Air Force Civil Engineer Center (HQ AFCEC) Pavement Evaluation Report)			
1.8. Is the HQ AFCEC airfield pavement evaluation report current? (Evaluation is ten years or less, and reflects the latest repair/construction efforts affecting structural capacities at the time of the evaluation).			
1.9. Are runway friction characteristics adequate? (See latest HQ AFCEC Friction Characteristics Report)			
1.10. Is the HQ AFCEC airfield pavement condition index survey current? (Survey is five years or less, and reflects the latest repair/construction efforts affecting pavement condition at the time of the evaluation?)			
1.11. Is Pavement Condition Index (PCI) greater than 70? (See latest Pavement Condition Report) Pavement must have a Pavement Condition Index (PCI) equal to or greater than 70 to be rated adequate.			
<b>Section 2. Airfield Safety Clearances and Apron Areas. REFERENCE: UFC 3-260-01, AFI 32-1015, and AFMAN 32-7084 or applicable ICAO, NATO or STANAG standards. (The inspection team must have a current copy of the airfield waiver file, including a map of the airfield annotated with the airfield imaginary surfaces, as well as all exemptions, waived items, and permissible deviations.)</b>			
2.1. Are the runway lateral clearance zone (Class A: 500 feet; Class B: 1000 feet either side of the runway centerline) ground surfaces clear of fixed or mobile objects (other than exemptions, permissible deviations and waived items) and graded to the requirements of UFC 3-260-01, Table 3-2., Items 12 – 14? In addition, note any erosion, unusual depressions that may indicate collapsed subsurface drainage structures or power ducts and/or rutting, caused by vehicles, or animals.			
2.2. Is the graded area of the clear zone cleared, grubbed of stumps and free of abrupt surface irregularities, ditches and ponding areas? See UFC 3-260-01, Table 3-5. for additional information.			
2.3. Is the graded portion of the Clear Zone free of above ground structures, objects, or roadways with exception to those items listed within UFC 3-260-01, Appendix B Section 13? Land use within the remainder of the clear zone must comply with AFI 32-1015 and AFH 32-7084.			

2.4. Are all penetrations to airfield imaginary surfaces documented? Check airfield obstruction maps for accuracy and currency. See UFC 3-260-01, Table 3-7. for dimensions and slopes. <b>Note:</b> Trees must be removed or trimmed to ten feet below the point where they penetrate the imaginary surface.			
2.5. Are all violations along the taxiways documented? (The required clearance from taxiway centerline to fixed or mobile obstacles (taxiway clearance line) is: Class A: Min 45.72m [150ft]; Class B: Min 60.96m [200ft] This area is to be clear of all fixed and mobile obstacles except as noted in UFC 3-260-01, Appendix B Section 13.			
2.6. Are all violations along the apron edges documented? (The required clearance from the apron boundary marking (double continuous 6-inch wide yellow stripes with a 6-inch gap) to fixed or mobile obstacles is based on the most demanding aircraft that will use the apron. Compute this distance by multiplying 0.5 x the wingspan of the most demanding type of aircraft that will use the apron, and add the appropriate wing tip clearance required by UFC 3-260-01, Table 6-1., item 5 or 6. Then subtract the distance from the taxilane centerline to the apron boundary marking to find the required clear distance. This distance is to be clear of all fixed and mobile obstacles except as specifically noted in UFC 3-260-01, Table 6-1. and Appendix B Section 13 for additional information.			
2.7. Are storm sewer system inlets and drainage channels free of debris? Note any standing water.			
2.8. Are manhole, handhole, drainage structures, inlet and sewer covers in place? Is the top surface of foundations, covers and frames at grade level (no more than 3-inches high)? (UFC 3-260-01, 3-9 and B13-2.2)			



<b>Section 3. Airfield Markings. REFERENCE: AFMAN 32-1040, and UFC 3-260-04 or applicable ICAO, NATO or STANAG standards.</b>			
1. Are the following airfield markings properly depicted and sited in accordance with current criteria?			
2. Are markings free of peeled, blistered, chipped or faded paint?			
3. Are markings clearly visible during the day and night?			
4. Are runway markings free of excessive rubber deposit build up?			
3.1. Runways			
3.1.1. Centerline			
3.1.2. Threshold			
3.1.3. Displaced Threshold			
3.1.4. Designation			
3.1.5. Side Stripes			
3.1.6. Touchdown Zone			
3.1.7. Fixed Distance (ICAO: Aiming Points)			
3.1.8. Aircraft Arresting System Warning			
3.1.9. Overruns			
3.2. Taxiways			
3.2.1. Centerline Stripe			
3.2.2. Instrument Holding Positions			
3.2.3. VFR Runway Holding Position			
3.2.4. Side Stripes			
3.2.5. Taxi lane Edge Stripes			
3.3. Apron			
3.4. Helipads (Perimeter/Identification/ Hospital)			
3.5. Parking Ramps			
3.6. Closed Pavements			

3.6.1. Permanently Closed Runways/Taxiways			
3.6.2. Temporarily Closed Runways/Taxiways			
3.6.3. Aprons			
3.7. Barricades			
3.8. Shoulders (Deceptive Surface):			
3.8.1. Runway			
3.8.2. Taxiway			
3.8.3. Apron			
3.9. INS Checkpoints			
3.10. Ground Receiver Checkpoints			
3.11. Compass Calibration Pad			
3.12. Expedient Airfield Markings.			
3.12.1. Landing Zone			
3.12.2. Minimum Operating Strip (MOS)			
3.12.3. Taxiway			
3.13. Airfield Vehicular Access roads. (See Federal Highway Administration Manual on Uniform Traffic Control Devices) Available for download at <a href="http://mutcd.fhwa.dot.gov/pdfs/2003r1/pdf-index.htm">http://mutcd.fhwa.dot.gov/pdfs/2003r1/pdf-index.htm</a> .			
3.13.1. Are vehicular access roads leading to runways marked with a white “stop” bar at the normal positions for VFR or instrument hold lines?			
3.14. Are non-standard/additional markings approved and do not interfere with required airfield markings?			
<b>Section 4. Airfield Signs. REFERENCE: UFC 3-535-01 or applicable ICAO, NATO or STANAG standards.</b>			
4.1. Are mandatory signs installed and properly sited in accordance with current criteria?			
4.2. Are informational signs properly sited in accordance with current criteria?			

4.3. Do all signs have the correct legend and orientation? Color coding? Easy to read? Illuminated for night operations?			
4.4. Are signs mounted on frangible couplings? Note any broken panels.			
4.5. Are signs clear of vegetation growth or dirt that obscures a vehicle operator or pilot's view?			
4.6. Are appropriate sign sizes installed to correlate with the Instrument Landing System? (Type 3 size signs for Category (CAT) I Instrument Landing System (ILS) airfields, Type 1 or 2 signs can be used for CAT I/II/III)			
<b>Section 5. Airfield Lighting. REFERENCE: UFC 3-535-01 or applicable ICAO, NATO or STANAG standards.</b>			
5.1. Are all required lighting systems installed on the airfield based on the level of operation in accordance with UFC 3-535-01, Table 2-1A. Visual Facilities AIR FORCE Airfield Requirements Matrix.			
5.2. Are elevated fixtures mounted on frangible couplings on the following lighting systems?			
5.3. Is the orientation of lenses within tolerances on the following lighting systems? <b>Note:</b> A light unit that appears dimmer or brighter is an indication the unit may be misaligned.			
5.4. Are the following lighting systems: a. operable? b. properly sited in accordance with current criteria? c. clear of vegetation growth and foreign material that obscures vehicle operators and pilot's view? <b>Note:</b> Use the letters a., b., and c. for the answers to these questions for each lighting system.			
5.5. Approach Lighting Systems			
5.5.1. Approach Lighting System with Sequenced Flashing Lights (ALSF)-1			
5.5.2. Approach Lighting System with Sequenced Flashing Lights (ALSF)-2			
5.5.3. Short Approach Lighting System (SALS)			
5.5.4. Simplified Short Approach Lighting System (SSALR)			

5.5.5. Medium Intensity Approach Lighting System (MALSR)			
5.5.6. Runway End Identifier Lights (REIL)			
5.5.7. Precision Approach Path Indicator (PAPI)			
5.6. Runway Lighting Systems			
5.6.1. High Intensity Runway Lights (HIRL)			
5.6.2. Medium Intensity Runway Lights (MIRL)			
5.6.3. Threshold Lights			
5.6.4. Lights with Displaced Threshold			
5.6.5. Runway End Lights			
5.6.6. Runway Centerline Lights			
5.6.7. Touchdown Zone Lights			
5.6.8. CAT II and CAT III Lighting Systems (e.g., Centerline lights and Runway Guard lights)			
5.7. Taxiway Lighting			
5.7.1. Edge Lights			
5.7.2. Centerline Lights			
5.7.3. Runway Exit Lights			
5.7.4. Taxiway Hold Lights/Stop Bar			
5.7.5. Hold Position Edge Lights (Runway Guard Lights)			
5.7.6. End Lights			
5.8. Obstruction Lights			
5.9. Helipad Lights			
5.9.1. Perimeter Lights			
5.9.2. VFR Landing Direction Lights and Approach Lights			
5.9.3. Floodlights			
5.9.4. Approach Slope Indicator			
5.9.5. Identification Beacon			

5.9.6. Wind Direction Indicators			
5.10. Heliport Lights			
5.10.1. Heliport			
5.10.2. Rotary Wing Landing lanes			
5.10.3. Refueling Area Lights			
5.10.4. Hoverlane Lights			
5.11. Miscellaneous Lighted Visual Aids			
5.11.1. Airport Beacon			
5.11.2. Runway/Taxiway Retro-Reflective Markers			
5.11.3. Other Auxiliary Lights			
5.11.4. Apron/Security			
<b>Section 6. Wind Cones. REFERENCE: UFC 3-535-01 or applicable ICAO, NATO or STANAG standards.</b>			
6.1. Are wind cone fabrics in good condition? <b>Note:</b> Wind cone fabric must not be badly worn, rotted, faded or soiled.			
6.2. Does the wind cone assembly swing freely at 360 degrees? If the wind is not sufficient, swing the cone down to the servicing position and manually check for freedom of movement.			
6.3. Are wind cones illuminated? If so, are lights operable?			
6.4. Is the wind cone free of obscuring vegetation?			
6.5. Are wind cones sited in accordance with UFC 3-535-01?			
<b>Section 7. Obstructions to Air Navigation. REFERENCE: Title 14 CFR Part 77, UFC 3-260-01 or applicable ICAO, NATO or STANAG standards.</b>			
7.1. Are all obstructions identified and documented? <b>Note:</b> Contact the Community Planner and TERPS for assistance in making this determination.			
7.2. Are all obstructions allowed (permissible deviations) or waived? Are they properly marked and lighted?			

<b>Section 8. Arresting Systems. REFERENCE: AFMAN 32-1040, AFMAN 32-1084, UFC 3-260-01, FC 3-260-18F or applicable ICAO, NATO or STANAG standards.</b>			
8.1. Are unidirectional systems and nets located no closer than 35 feet from the threshold of the runway? <b>Note:</b> Runway threshold markings begin 20 feet inboard of the full strength pavement; therefore, do not install a unidirectional system within 55 feet of the threshold markings.)			
8.2. Are energy absorbers (except BAK-13 and ship anchor chains) located below grade or at least 275 feet from the centerline of the runway pavement? BAK-13 installations may be as close as 150 feet from runway edge if installed in a semi-permanent configuration. BAK-12 systems require 290 meters (950 feet), or 366 meters (1,200 feet) plus the length of the aircraft for unobstructed run out (See Flight Information Publication to determine local configuration). BAK-13 systems require 290 meters (950 feet) plus the length of the aircraft for unobstructed run out. <b>NOTE:</b> Runout from one system must not conflict with the cross-runway location of another system.)			
8.3. Are paved transitions and buried crushed stone ramps provided around the arresting system components located on the runway shoulders? Is the area over the fairlead tube finished to a grade of 1V: 30H or flatter? See AFMAN 32-1040 for additional information.			
8.4. Do the shelters used for above-grade systems comply with the requirements in AFMAN 32-1040 and UFC 3-260-01, Appendix B Section 13?			
8.5. Is the minimum effective pendant height greater than 1.5 inches? If the effective pendant height is 1.75 inches or less has a repair action been initiated? If the effective pendent height is less than 1.5 inches, has an emergency repair been initiated?			
8.6. Do aircraft arresting systems meet location and siting requirements?			
8.7. Do arresting system cables have proper tension, doughnut spacing, and tie-downs? Are there any broken tie-downs?			

8.8. Is the pavements type the same in the critical area (the center 75 feet of pavement within 200 feet on either side of the cable)? <b>Exception:</b> This does not apply to installation of sacrificial polyethylene panels or to emergency systems located within the overrun.			
8.9. Is the pavement within 200 feet either side of the cable free of excessive paint build up that could cause a tail hook skip?			
<b>Section 9. Other Hazards. REFERENCE: AFI 91-202, AFI 91-212, AFI 31-101 or applicable ICAO, NATO or STANAG standards.</b>			
9.1. Are all Bird/Wildlife hazards and habitat control identified and management control measures in place?			
9.2. Is the airfield a controlled area (security, fencing, and barricades) to prevent unauthorized access?			
<b>Section 10. Local Information/Hazardous REFERENCE: WING/BASE INSTRUCTIONS</b>			
Comments			
<i>(Name, Rank, Title, Signature and Agency/office symbol)</i>			
<i>Inspection Team</i>		<i>Coordination</i>	
<b>RM Certification: I have reviewed the results of the airfield certification/safety inspection and have determined it to be accurate and the deficiencies noted have acceptable risk control measures and determined to be the minimum acceptable risk.</b>			
DATE:	NAME (TYPE/PRINT Name, Rank and Title):	OG/CC Signature:	
DATE:	NAME (TYPE/PRINT Name, Rank and Title):	MSG/CC Signature:	
DATE:	NAME (TYPE/PRINT Name, Rank and Title):	WG/CC Signature:	